Oracle Calendar 9.0.4 for Windows

Training Guide

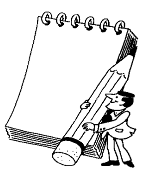
ORACLE

About this Guide

As this guide constitutes the work of the Educational Services department, it does not represent official Oracle documentation. It's purpose is to present a format that will be useful to Support and Training resources within organizations planning to deploy this product, upgrade from a previous version, or simply further user education at any point in the software rollout life cycle.

Icons used in this Guide

Tip: these recommendations will help you work more efficiently and save time



Note: additional information about a feature

Warning!: avoid these practices as they may lead to confusion or improper usage

About Oracle Calendar 9.0.4 for Windows

Oracle Calendar is a real time calendaring software for scheduling people and resources. It is designed to look familiar to anyone who has used a paper planner. Networked users can use a desktop client (Windows, Mac, Motif), Web client, wireless devices, or Oracle Outlook Connector to manage their calendars. Users of Oracle Calendar can:

- Schedule individual and repeating Agenda entries
- Accept, decline or ask for rescheduling of Entries
- Schedule Group Meetings and Resources
- Check for conflicts and conduct free time searches
- View other users' Agendas
- Control access to your Agenda
- Assign Designates to work in your Agenda
- Enter Notes and track Tasks
- Choose from multiple printing options

Oracle Calendar FAQs

This list has been compiled to represent the questions most often asked by our customers, whether end-users, front-line or back-line Support technicians, or Training staff.

The concepts introduced here will be explained in subsequent sections of this guide.

Q: What does real-time calendaring mean?

A: Because all of your calendar data is stored on Oracle Calendar server specifically designed for calendar data, as soon as an entry is created, it is available to any user who conducts a free/busy search, either by opening your calendar, or using the *check conflicts* functionality. This is in contrast to other message-based systems that do not accurately reflect the most current information available (Microsoft Exchange is an example of a message-based calendaring solution).

Q: What if the server crashes? Can I recover my information?

A: If you synchronize your files to an offline folder, you will always have an up to date backup of your information, as well as be able to work when not connected to your organization's network. This practice is highly recommended.

Q: How can I be alerted to new invitations without constantly checking my calendar?

A: You can set alerts to inform you of new entries, as well as configure reminders for upcoming meetings, events and tasks.

Q: How do I use my in-tray? How can I disable it?

A: The In-Tray allows you to manipulate your events with efficiency in one window, and is a very useful interface for Designates that control other agendas, whether they are Resources or Users. You can open a meeting, quickly view the attendance status, drag and drop entries, and send mail messages.

If you do not wish to have the In-Tray open on startup, you can select different options for In-Tray behavior…

Q: How can I keep all my contacts synchronized?

A: Whether you use the desktop clients (Windows, Mac, Motif), Oracle Outlook Connector, or the Oracle CorporateSync client, your contacts are stored on the Oracle Calendar server, allowing you to always have access to the same list.

For example, if you add a new contact to your Palm Pilot, you merely have to press the HotSync button on your cradle to synchronize with the contacts on the Oracle Calendar server. The next time you start Oracle Calendar for Windows client, you will upload the new contact. This also applies to Oracle Outlook Connector.

Glossary & Icon Guide

Access Rights: The ability to see (but not necessarily modify) your Agenda. Users can grant access rights to others, allowing them to see entries in your Agenda based on who they are and how they are labeled.

Access Level: Controls who can access information about your Entry or Task. There are four different levels: Normal, Confidential, Personal and Public.

ACE: Oracle's own security framework based on plug-ins that are extendable to allow for 3rd party security framework to be used with Oracle Calendar (such as SASL or GSSAPI). This allows for integration with an existing infrastructure (such as Kerberos). You may also choose to simply use our libraries, offering basic Authentication, Compression, and Encryption methods.

Address Book: Keeps track of all your business, personal, and professional contacts. Create as many Address Books as you need, and publish them to other Oracle Calendar users.

Address Book Entry: An Address Book Entry is the listing you have for a business, personal or professional contact.

Agenda: The Agenda is a scheduling calendar, which you use to enter Entries (Meetings, Day Events, Daily Notes and Tasks).

Attachment: Attach a file to a Meeting or Task using the details tab of the New, Edit Meeting or Task dialog boxes.

Attendance Status: The status of a Meeting indicates how you have or have not responded to it. Meetings color-coded by status appear as follows:

- Accepted Entry-Dark Green
- Unknown Status-Dark Blue
- Refused Entry-Red
- Accepted Tentative Entry-Green
- Unknown Status (Tentative Entry)-Blue
- Refused Tentative Entry-Pink

Attendee: A User or Resource invited to an Entry.

Daily Note: A Daily Note is a memo a user can enter into his/her Agenda. It has a date but no start or end time. Daily Notes can be up to 64 characters long and are displayed in the Notes View of the user's Agenda Daily and weekly pages, as well as in the Month view.

Day Event: A Day Event is an Entry that runs an entire day but does not block out time in the user's Agenda. Day Events are displayed in the Notes View of the user's Agenda Daily and weekly pages, as well as in the Month view.

Designate: A Designate is a user who has rights to modify another user's Entries in that user's name. Designates can perform operations according to the Access Rights the other user has granted them.

Designate Rights: The powers you give to another user to let them work as a Designate in your Agenda.

Directory Server: A server that contains a central store of user attributes available to applications in the organization. Common attributes include Name, E-mail, Position, and Extension. Oracle Calendar can plug into such a server, allowing the database to be populated with existing accounts.

Entry: An Entry is anything that appears in the In-Tray or your Agenda pages (Meetings, Tasks, Daily Notes, Holidays and Day Events).

Groups: Groups are collections of users and/or resources that users can create to accelerate certain functions in Oracle Calendar. They are useful when you want to quickly invite multiple users and/or resources to an Entry, or create a Group View.

Group Type: There are four types of Groups:

- *Private*-available only for use by their creators.
- *Members Only*-available for use by members of the group only.
- *Public*-available for use by everyone on the system. However, only the group's owner can modify them.
- *Administrative*-available for use by everyone on the system. However, the system administrator can only modify them.

Holidays: Can only be entered by authorized users. These items appear as day events, and do not prevent meetings from being created.

Importance Level: There are five levels of importance color coded as follows:

- Highest Importance-Red
- High Importance-Pink
- Normal Importance-Yellow
- Low Importance-Blue
- Lowest Importance-Dark Blue

In-Tray: The In-Tray contains the Entries received from other users and Entries you have sent to other users. Multiple folders allow users to reply to new Entries and manage existing ones quickly and efficiently.

LDAP: Abbreviation for Lightweight Directory Application Protocol. A protocol used with most of today's Directory Servers to allow for lower overhead during directory operations. Based on the older X.500 protocol. Many Directory servers are referred to as LDAP servers.

Meeting: Meetings are Entries with specific start and end times that are scheduled in time slots in the user's Agenda. Users can invite other users and resources to Meetings, set Reminders for them and make them recur on a regular basis.

Node: A Node is a database on a server. There can be one or more nodes on a server and can be identified either by a number or a name.

Off-Line: Not connected to the server. Users can now only access Agendas downloaded to the local database.

On-Line: Connected to a Node on a server.

Ownership: The person or resource in whose Agenda the Entry was created owns a Meeting and is color-coded as follows:

- Owned Entry-Dark Yellow
- Invited Entry-Dark Blue
- Owned Tentative Entry-Yellow
- Invited Tentative Entry-Blue

Priority: Allows a user to set a level of importance for a Task. Tasks can be assigned a numeric or alphabetic value and sorted by this field.

Refresh: Refreshing updates the display to include any new Entries that have been created since the last refresh. Displays are refreshed every 15 minutes (configurable from Options | Scheduling | Receive Notification) and can be done manually by selecting View | Refresh All.

Reminder: This can be a pop-up window, a display at the bottom of the agenda, e-mail, or even SMS (Short Message Service) to your handheld device.

Repeating Event: A Meeting, Daily Note or Day Event, which occurs more than once.

Remote User: A user who's Agenda is on a different Node or server. Their names appear with an (R).

Resource: A Resource is an account used to represent objects or rooms, such as a projector, computer lab, conference room, etc. It can also be used to manage intangibles like a departmental vacation planner.

Scheduling Rights: Grants another user the ability to invite you to Events. Users set Scheduling Rights on the Scheduling tab of the Access Rights dialog box.

Status Bar: The Status Bar can be displayed at the bottom of Oracle Calendar windows. To display or hide the Status Bar, select View | Status Bar.

Task: A Task is a specific project that needs to be completed. You can enter a Task directly into your Agenda or linked to a Meeting. It can have a start /due date, a start/due time, as well as a Priority and Access Level.

Time Slot: Time Slots are the individual rectangular blocks of time represented on your Daily and Weekly Agendas. The height and time length of time slots can be adjusted using commands from the view menu.

Toolbar: The toolbar provides quick mouse access to many of your Agenda's functions. To display or hide the Toolbar, select View | Toolbar.

Viewing Rights: Rights users can assign to view Entries and Tasks in their Agenda.

Web Access: Web Access allows users to view information that their system administrator wants them to see in their web browser. The default path is the Oracle product information page.

The following pages contain a comprehensive list of all the icons used in the Oracle Calendar for Windows client interface...

Daily, Weekly, Monthly and Group agendas

 The attendee has accepted the invitation.

 The attendee has declined the invitation

 The attendee has not yet responses to the invitation

 Information is included with the meeting. Only appears if the “one icon” option is selected from the Tools | Options | Agenda | Display menu.

 Details are included with the meeting.

 An attachment is included with the meeting.

 Other users are invited to the meeting.

 The creator has set a reminder for the meeting.

 You are not authorized to view this meeting. This icon indicates to another Oracle Calendar user who has opened your agenda that your viewing rights on this meeting have been defined as “view times only” under the Tools | Access Rights | Viewing tab.

 In the Month view, more information is available if the grid is expanded.

 Reset the Month view calendar to the default grid size.

 Button used to modify members in a group view agenda.

Notes View (bottom of agenda)

 This entry is a day event.

 This entry is a daily note.

 This entry is a Holiday. Only an assigned holiday administrator can create this entry.

In-tray

 Meeting icon.

 Indicates a repeating meeting. Double-click the icon to expand the view and list all the occurrences.

 Repeating day event.

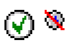
 Repeating daily note.

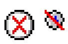
Meeting Dialog box

 The attendee has accepted the invitation. The meeting creator's default status.

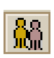
 The attendee will not attend. You can choose to show or hide these meetings: Tools | Options | Agenda | Display | Display/Print section.

 The attendee has not responded, or isn't sure yet. This is the default response of a newly created invitation.

 The attendee has accepted, but would prefer another time.

 The attendee will not attend, and would prefer another time.

 In the "Add" section, used to add attendees after their names have been entered. You can also simply press the Enter key.

 Same section. Used to search for groups to add to the meeting.

 Same section. Used to bring up the Directory Search dialog box, which has tabs for people, resources and groups.

 Top section of dialog box. Used to select the desired date of the proposed meeting.

 Same section. Used to select the desired time of the proposed meeting.

Reply Tab...

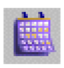
Mail notification button. You may be prompted to send mail notification automatically if you select Tools | Options | Scheduling | Send Notification.

Mail notification is being sent to an Oracle Calendar user.

Mail notification is being sent to a non-Oracle Calendar attendee.
All the clients also support the I-Cal and V-Cal standards, and the mail notification will be accompanied by an attachment supported by both standards.

Tool Bar buttons

Open the In-Tray.



Open your Agenda.

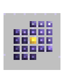
Open your Tasks. Allows you to sort tasks in a separate window to facilitate management.

Open Address Book. If you have defined several address books, you will be presented with all the available choices.

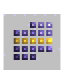
Open a Group Agenda view. Here you can check for conflicts and schedule accordingly.

Open an Agenda. You can select any Oracle Calendar user.

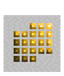
Open another user’s Tasks.



Select day view.



Select week view.



Select Month view.

Create a new meeting. You can also use the F2 keyboard shortcut, or double-click the agenda at the desired time.

Create a new task. You can also use the F7 shortcut, or double-click in the task pane of the agenda day view.

Create a new day event. F4, or double-click the day event/daily note section of the agenda.

Create a new daily note. F3, or double-click the day event/daily note section of the agenda.

Search the agenda for entries based on specific criteria.

Print your agenda. There are several options available, including customized layouts that can be saved by the user.

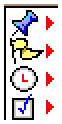
This button moves you forward by a day, a week, or a month, depending on the view selected.

This button will bring you back by a day, a week, or a month, depending on the view selected.

This button will bring you forward by a week, a month, or six months, depending on the view selected.

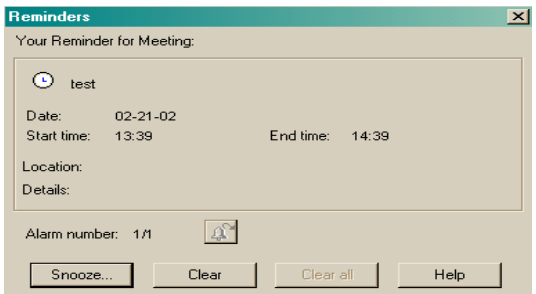
This button will bring you back by a week, a month, or six months, depending on the view selected.

Reminders

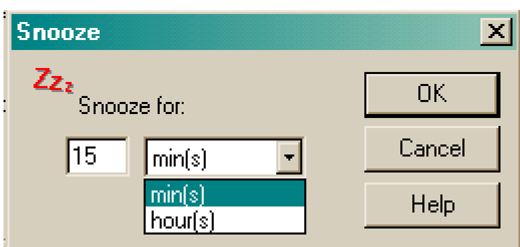


Display Upcoming reminders for each type of agenda entry (in descending order): daily note, day event, meeting/appointment, and task. Will be displayed in the bottom portion of the agenda pane, along with the daily notes/day events.

Pop – up reminder



Snoozing reminders…

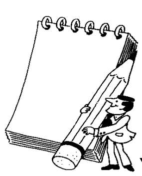


E-mail Reminder

------=   Reminder from Calserv   =------
There is an upcoming event in your agenda.

What: test
When: 13:39 to 14:39, 2002-02-21
Where:

This reminder is provided to you by Oracle.


You can also configure SMS reminders to be sent to your text-message enabled phone. We will cover this in the guide…

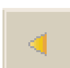
Address Book

Opens your address book. If you have not defined one yet, you will be prompted to do so.

Add a new entry to your address book.

This button opens all your alphabetically sorted contact folders, so you may view your entire list at one glance.

Close all your previously opened contact folders.



This will open the editing pane, which splits the window to allow you to edit a contact and still view your entire list.

Keyboard shortcuts

Windows

Ctrl+A	Open an Agenda
Ctrl+G	Open a Group Agenda
Ctrl + Shift + G	Open a Group Agenda as a Designate
Ctrl+I	Open the In-tray
Ctrl+T	Open the Task Window
Ctrl+P	Print; Agenda or Task List
Ctrl +Del	Delete an Entry; Agenda, Task, Daily Note or Day Event
Ctrl+F	Find an Entry (from In-tray)
Ctrl+M	Move an Entry (Reschedule)
Ctrl+2	Copy an Entry (Duplicate)
Ctrl + right-click	Display attendees and details of a meeting
Ctrl+Q	Exit the application
F1	HELP!

F2	Create a New Agenda Entry
F3	Create a New Daily Note
F4	Create a New Day Event
F5	Edit Entry
F6	Show Active Tasks
F7	Create a New Task
F8	Agenda Day View
F9	Agenda Week View
F10	Agenda Month View
F11	Print Entry
F12	Directory Search

Macintosh

Cmd+O	Open an Agenda
Cmd+G	Open a Group Agenda
Cmd+I	Open the In-tray
Cmd+K	Open the Task Window
Cmd+T	Create a New Task
Cmd+P	Print; Agenda or Task List
Cmd+W	Close the Current Window
Cmd+Q	Quit the Program
Ctrl +Del	Delete an Entry; Agenda, Task, Daily Note, or Day Event
Cmd+Return	Edit an Entry
Cmd+F	Find an Entry (from In-tray)
Shift+Cmd+R	Move an Entry (Reschedule)
Shift+Cmd+D	Copy an Entry (Duplicate)
Cmd+/	Refresh All
Cmd+N	Create a New Agenda Entry
Cmd+E	Create a New Day Event
Cmd+D	Create a New Daily Note

Oracle Calendar Installation

For instructions on installing the Oracle Calendar client, refer to the README that accompanies the installation program.

Also, you can access this information at Oracle Technology Network.

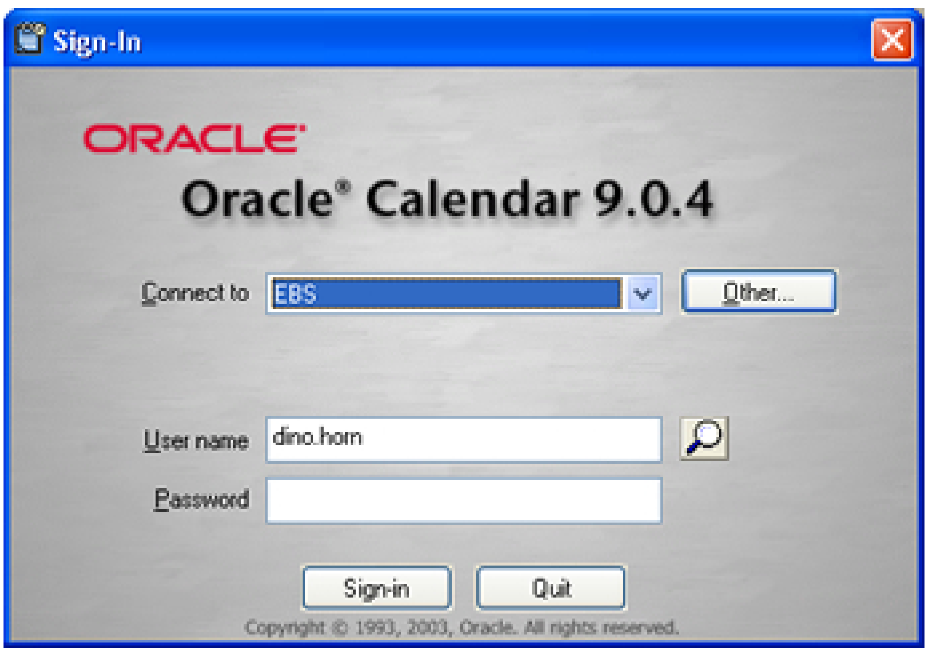
Getting Started

Create a new connection

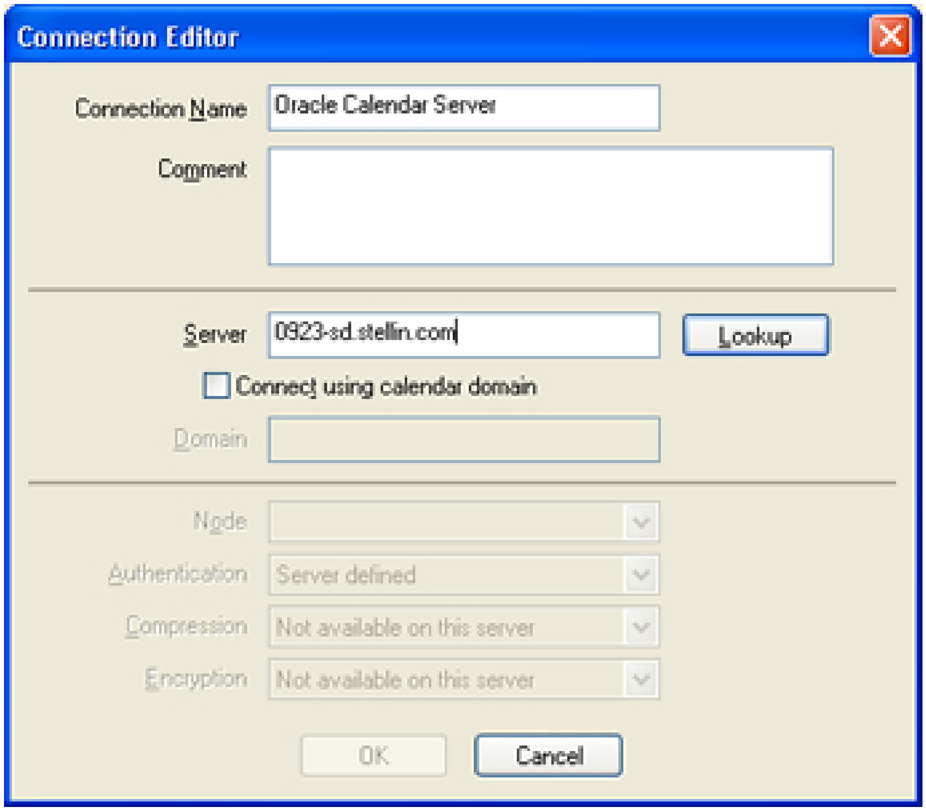
Once you have been notified that your account has been set up, you can sign in by either choosing **Calendar** from Start | Programs | **Calendar** or by double clicking the **Calendar** icon on your desktop.

To start using **Calendar** you must first connect to the server. Although this may have already been configured, it is possible the end-user may be required to set this up with information provided by the **Calendar** system administrator.

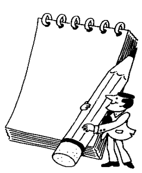
Once you have set up your connection, you will be presented with the proper Server and user name on subsequent logins:



- Bring up the login screen (launch the application)
- Click the **Other** button
- Click the **New** button



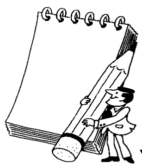
- In the **Connection Name** field, enter a descriptive name, since this portion will indicate which server you are logging on to each time you launch the application.
- The Comment field is optional, and can be used to make multiple connection availability more concise.

If your organization uses a sub-mechanism to ACE for security, such as SASL or GSSAPI, and/or Kerberos (MIT), you will have these listed as supported methods under the ACE section shown in the illustration above. If you are unsure which method to choose, please ask your Oracle Calendar Administrator.

Try including the node number or alias in the **Connection Name** field to avoid checking the connection configuration screen.

- In the **Server** field, you must enter either a fully qualified host name (host.domain) or the IP address of the Oracle Calendar server.
- Click on the **Lookup** button. If the information is correct, all the remaining fields will fill out with all your node # choices (with aliases listed) and ACE settings.
- If multiple nodes are available, select the one that contains your calendar account.

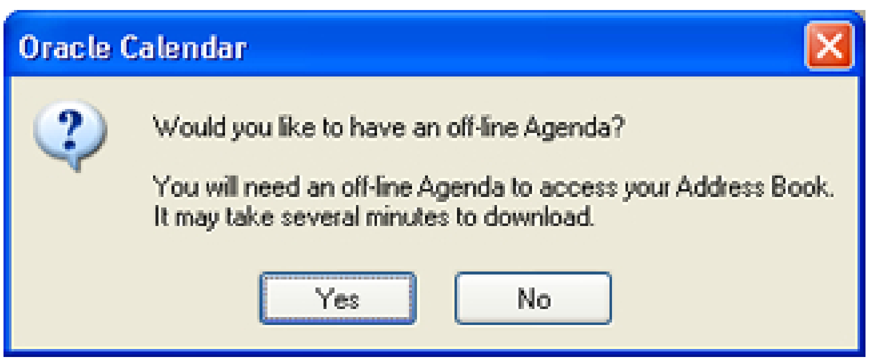
You can now login to your account. If you are unsure about the username that has been assigned to you, you can use the search function to filter it by criteria such as a partial name search.


You can use any of these combinations to look up a user:

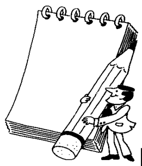
- full name
- first or last name
- first letters of each (e.g. John smith -> j s)
- partial name
- uid (login only)

For resources, you can also use the resource number field.

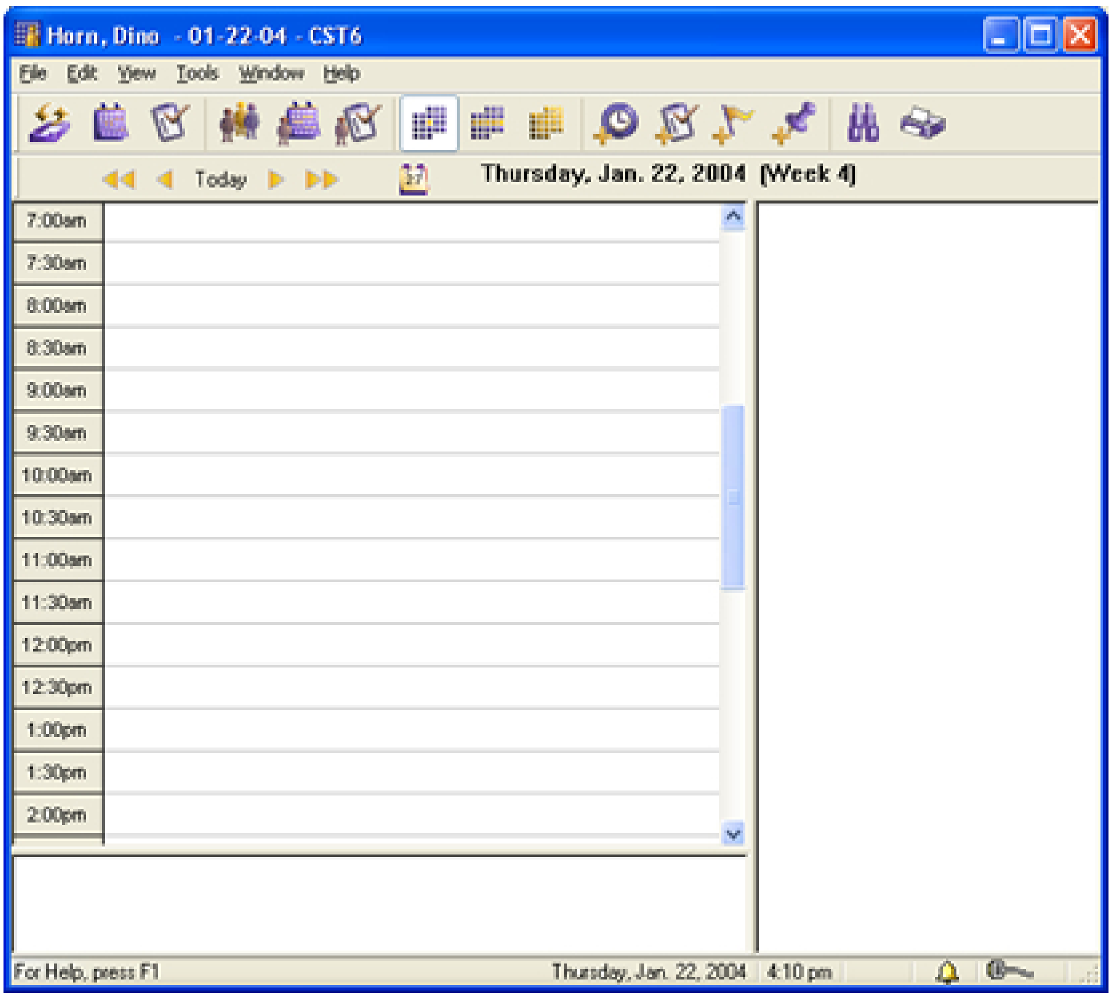
The first time you log in to the Oracle Calendar for Windows client, you will be prompted with the following dialog box:

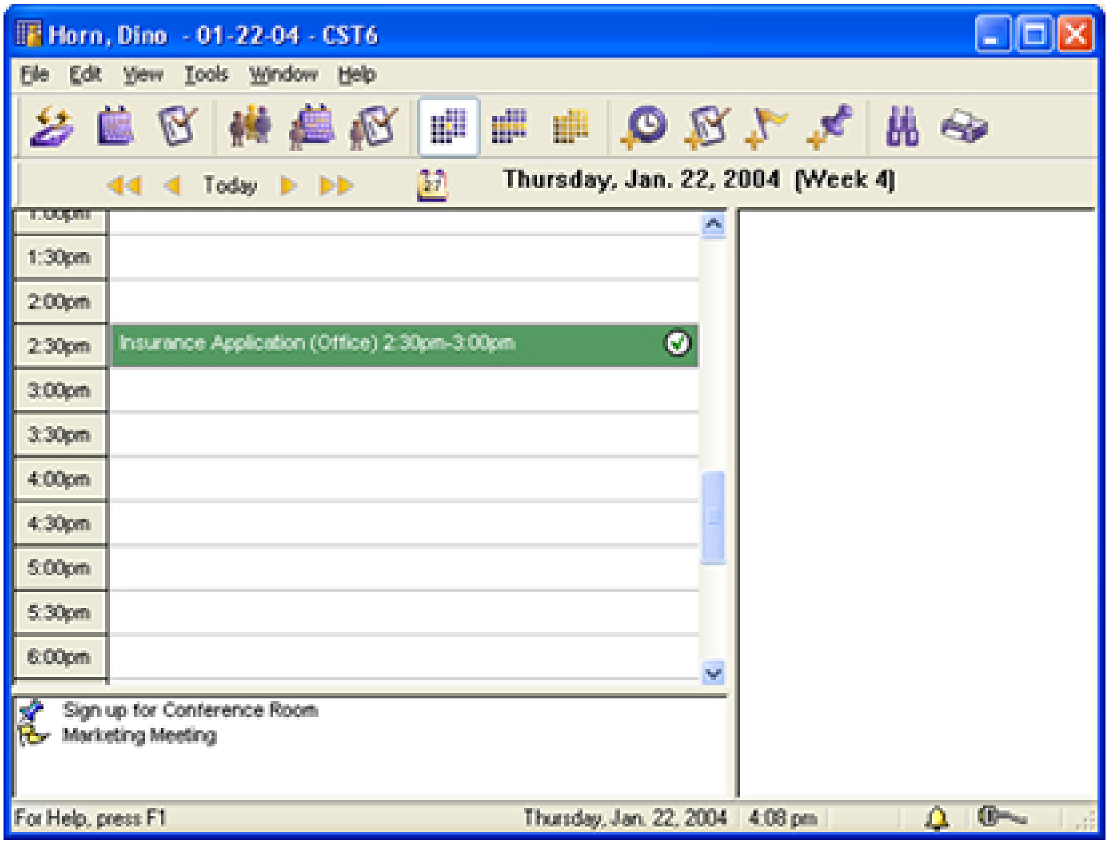


If you choose **No**, you will not have an offline folder to store your agenda information. If you choose **Yes**, you will be able to access your agenda information when you are not connected to your organization's network, and have an **Address Book** to store your contacts on the Oracle Calendar server. Later in this guide, we will discuss how to configure your off-line store and use your Address Book effectively.

Every distinct user that logs onto the same workstation will be prompted to enter their own path to their off-line information (calendar, Address Book, and general preferences). This is a normal function of working with several profiles on the same machine, since each user has attributes and data unique to their profile.

The agenda view:





The upper pane contains your Agenda, the bottom pane contains your Daily Notes and Day Events, and the right pane contains your Tasks.

Keep your In-Tray open (minimized) while you are using Oracle Calendar to be notified when new invitations arrive. You will be notified by a red exclamation point next to an In-Tray icon in the Status Bar of your Agenda window.

Scheduling

This section allows the user to decide when they are willing to have meetings scheduled. This interacts with the feature of Suggesting A Date/Time option when someone tries to schedule a meeting.

- Tools | Options | Scheduling | Hours
- Select the day you wish to change
- Adjust the start and end times under both “Normal Hours” and “Extended Hours”
- If applying the same start and end times to all days click “Apply To All” button

- Select “Gray outside normal hours” to have a visual representation of your work hours in the Agenda view.

On days that you may not work (Saturday/Sunday) enter an end time 15 minutes after the start time for both “Normal” and “Extended” hours. This will not cause these days to be listed when someone clicks “Check Conflicts” when trying to Schedule a Meeting, but will keep those days from being listed when someone clicks “Suggest A Date/Time.

Entry defaults and Reminders: Here you can define the defaults for all the entries you create, increasing your efficiency and eliminating room for error (such as forgetting to check your meeting access level). You can also set up your reminders.

- Tools | Options | Entry Defaults
- Importance and Access level
- Reminders:
  - *Display upcoming*: shows up at the bottom with your Day Events/Daily Notes
  - *Pop-up*: a dialog box will alert you of the upcoming event. The Oracle Calendar application must be running or minimized.
  - *E-mail*: A reminder will be sent to your mailbox.
  - *SMS*: If you are using Oracle Wireless & Voice (ask your Oracle Calendar administrator), you can choose to have reminders sent to your mobile device’s text menu.

Make sure you have set up your access rights, since you are selecting the default security of all your entries.

Access Rights

Meeting viewing rights

Oracle Calendar gives you complete control over what individuals can view when they open your Agenda. They can either see a blank calendar, a list of busy times with no details, or all the details that you would see when you view your Agenda. To change viewing rights others have to your Agenda:

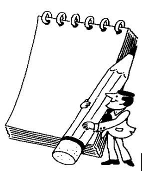
- Tools | Access Rights | Viewing tab
- **Default: Any Unlisted Person** should be selected. This refers to any person who has an Oracle Calendar account in your organization and is not listed separately in the same box.

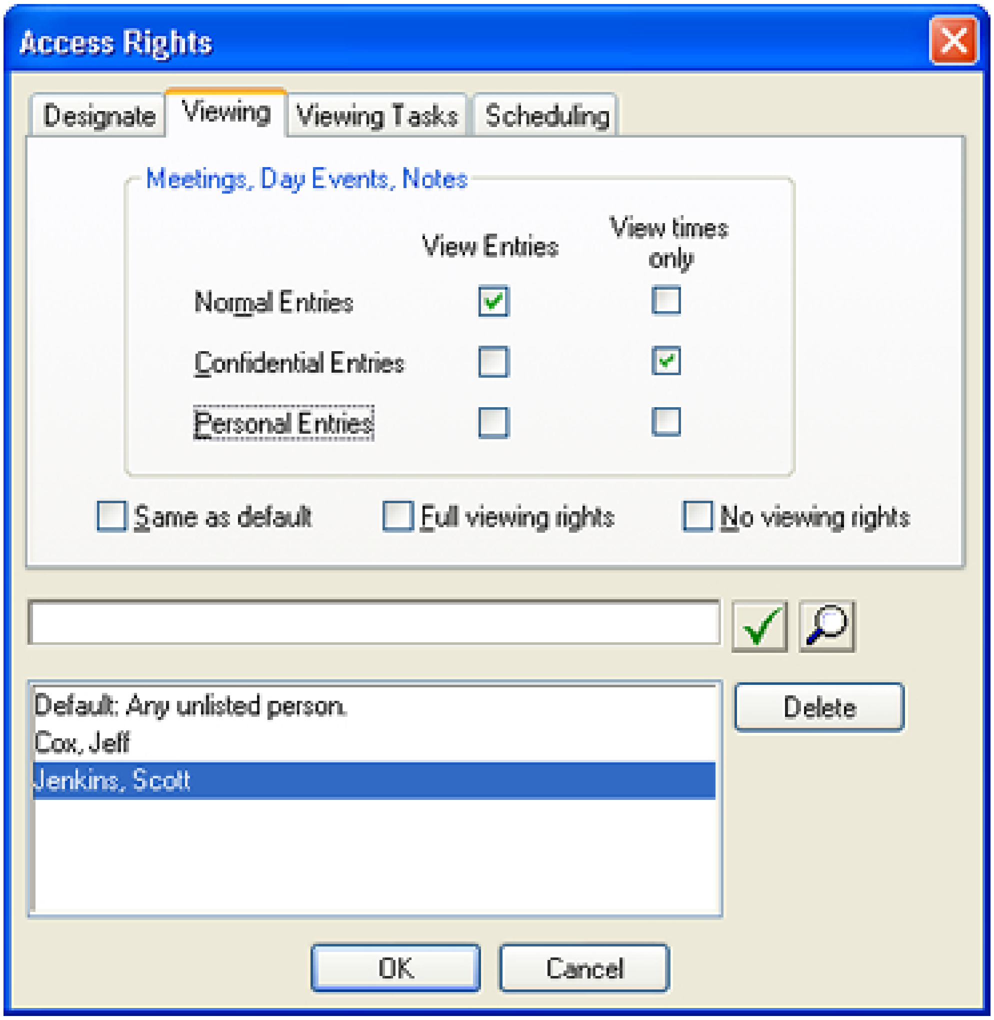
- Any user listed individually can have a separate set of access rights defined for them:
  - Select the user in the dialog box
  - Uncheck the **Same as Default** box
  - Define the Access Rights for that individual
- After you have selected the appropriate entry (default, or any user), define the **Normal**, **Confidential**, and **Personal** categories.


Make sure the right entry is highlighted when you define your access rights! An entirely different set of rules can be set up for every user in the Oracle Calendar server.

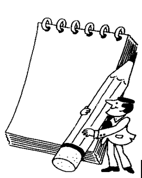
In this example, the Viewing rights for the user selected are:

- *Normal*: Entries are entirely viewable, and can be opened from your agenda.
- *Confidential*: Entries will be viewable to other users, but only the time slot is apparent. All icons and details are hidden, and others cannot open this meeting (a message at the bottom of the agenda displays "you are not authorized to view this entry")
- *Personal*: Here these meetings are defined with no viewing. This means that they will not even be visible as blocks of time to other users.


Meetings with no viewing rights defined will not even register when another user conducts a free/busy search of you agenda (checking for conflicts). People with whom you'd like to have invite you to meetings should have at least "View Times Only" or they will not be able to conveniently pick times for meetings with you.



You can select several users at once by holding down the control key and clicking on their name (CTRL + <UserName>). This allows you to define access rights with groups of users.

For each event that a user creates, an "Access Level" of Normal, Confidential, Personal or Public can be selected, or set up in the Entry Defaults menu. The user controls the viewing rights for the first three, but Public events, by definition, are visible to anyone.

Task viewing rights

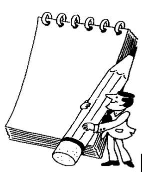
Task viewing rights are defined separately:

- Tools | Access Rights | Viewing Tasks tab
- **Default: Any Unlisted Person** should be selected. This refers to any person who has an Oracle Calendar account and is not listed individually in the same box.
- "No viewing rights" should be selected by default
- Uncheck this box and make modifications to the appropriate users or groups as described in the previous section
- Click OK

Scheduling rights

Scheduling Rights gives the user the ability to control who can invite them to Meetings. To change Scheduling Rights for your account:

- Tools | Access Rights | Scheduling tab
- **Default: Any Unlisted Person** should be selected. This refers to any person who has an Oracle Calendar account and is not listed individually in the same box.
- **Can invite you to Entries** should be selected by default
- You can add users or groups to the list as described earlier and grant them Scheduling Rights accordingly
- Click OK

Remember that no matter what level of access you grant another user, only the owner (or their designate) can modify, delete, or create an entry in their agenda.

A good use for the scheduling rights feature is to block resource from certain users based on their location. It's a good way to control usage of conference rooms.

Resources

Whether you are in charge of creating resources yourself, or this task is done by the Oracle Calendar Administrator, a clear understanding of resources is important if you are to use them effectively in your organization.

A resource can be a room, a piece of equipment, or any other object that needs to be reserved to conduct business.

It can also be something intangible, such as a Vacation planner, the posted schedule for staff or faculty meetings, any schedule you would allow others to consult. This is an effective way to increase productivity and information sharing.

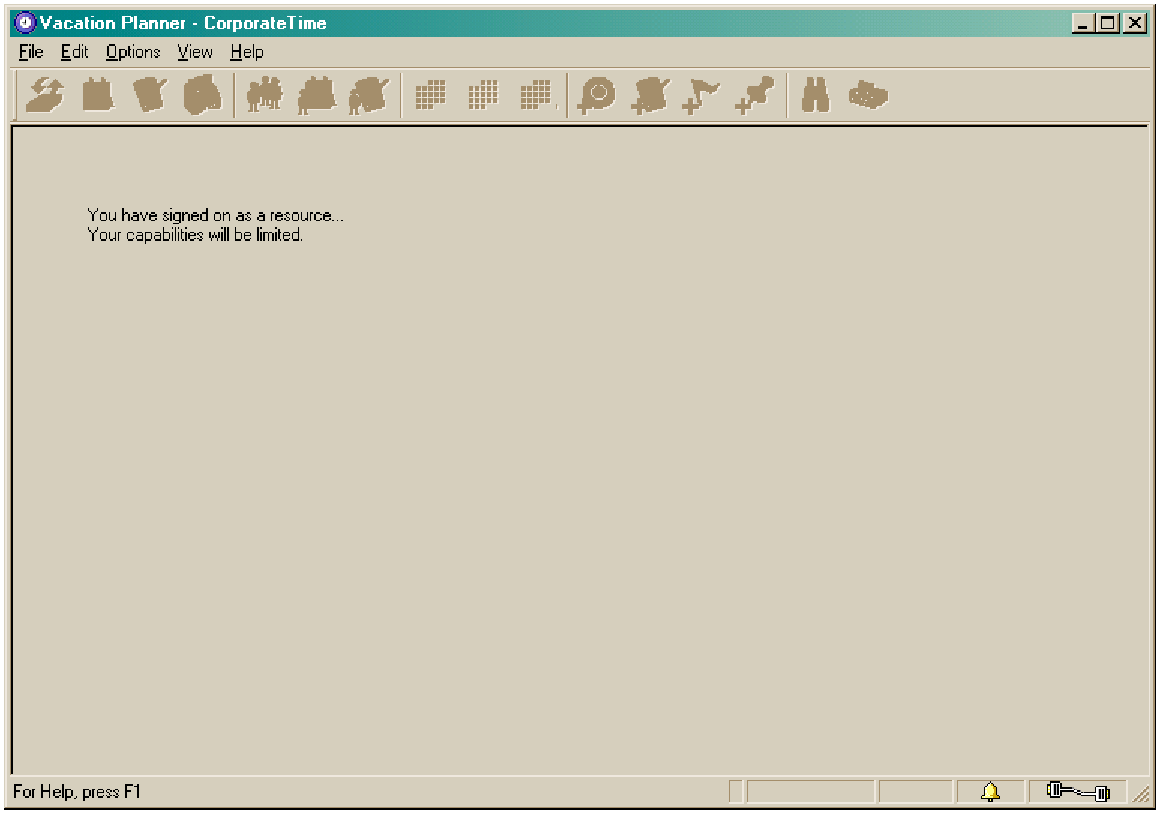
Resources are invited to a meeting in the same way as attendees, meaning that a resource never owns a meeting. This is important because if your organization wishes to assign the responsibility of controlling resource booking to certain Oracle Calendar users, they must be given Designate Rights. This allows them to accept or decline meetings in a conference room, or reserve a projector for the annual budget report.

There are two ways to work with resources, and the choice is made through the Oracle Calendar server by the administrator:

- **Allow conflicts**: This means that several users can reserve a resource with conflicting meetings. Someone must accept or decline meetings on behalf of the resource for this option to work for all concerned. It is up to the Designate to decide who will get the resource for their meeting.
- **Disallow conflicts**: With this option, no one has to actively manage the resource since the first person to reserve it will block others from creating meetings and inviting the same resource. This is also referred to as “first come, first served”.

The only reason to log into a Resource calendar would be to configure access rights and assign designates. This can also be accomplished server-side by the Oracle Calendar administrator on account creation, or even later.

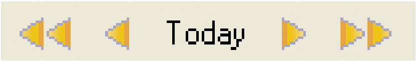
If you are given the password to a resource account, you will notice the following screen on login:



Customize Your Agenda

View by Day, Week, Month

According to which of these views you are in you can either scroll ahead/back a day, week, month, or six months using both the single/double forward/backward arrows.



Time / Day Labels

The daily and weekly views display the times down the left side and to the right a grid with spaces for Agenda entries.

Displaying A Full Work Day

To make an entire 8 or 9 hour work day visible in your display you need to:

- Increase/Decrease Row Height in the View menu
- Increase/Decrease Time Interval in the View menu
- Increase/Decrease the size of the Agenda window

You can also use the Tools | Options | Agenda | Display settings to control row time.

Agenda Colors

- Tools | Options | Agenda | Colors
- You can choose to color meetings by:

  - ✓ Attendance Status
  - ✓ Importance Level
  - ✓ Ownership

Click on any of the colors in the Agenda menu to customize them to suit your preferences...

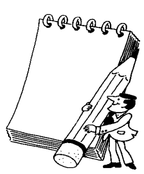
Notification

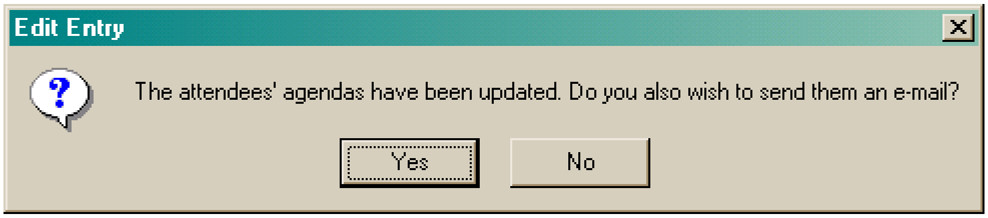
Oracle Calendar allows you to use your local mail application to send and receive mail notification, as well as reminders.

Send mail notification

Sending mail notification to Oracle Calendar users can be useful in many situations. Perhaps the invitee does not have access to their Oracle Calendar client, but are available through e-mail, or there are people invited to the meeting that work outside the organization, and they need to receive notification.

- Tools | Options | Scheduling | Send Notification
- Select the actions that will trigger notification

If you decide to send a notification when an entry is modified, even the slightest change, such as correcting a spelling mistake in the details section of the meeting, or a change to the attendee list, will create a prompt to the user.

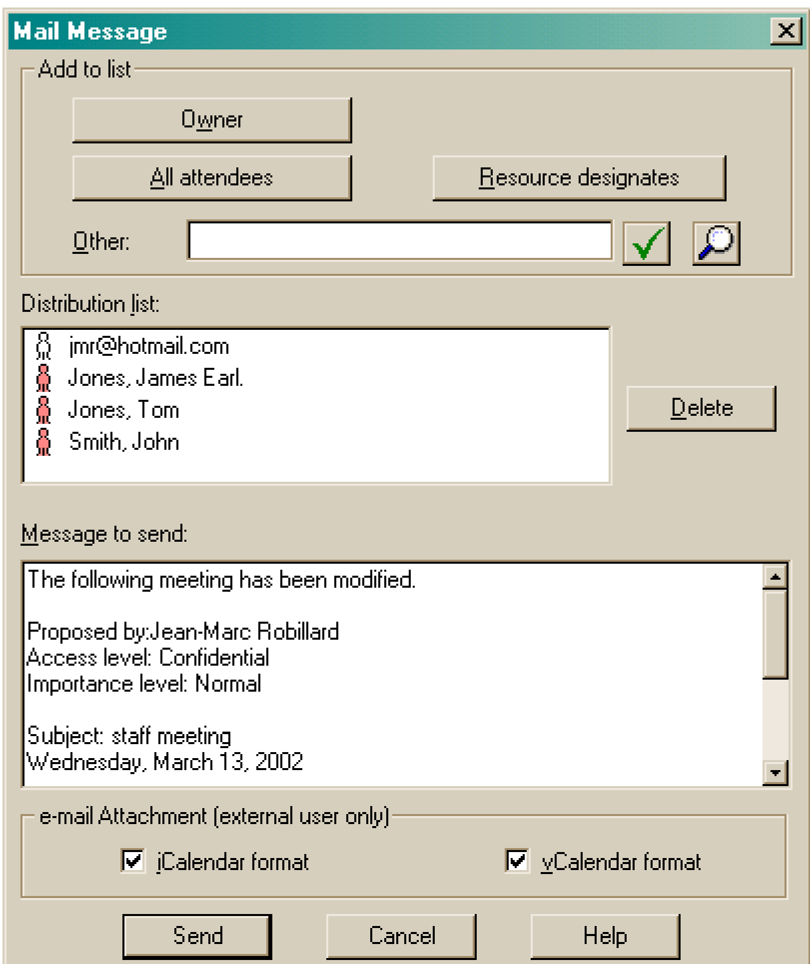


External attendees

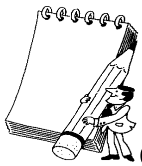
Oracle's entire product suite is based around our pro-active involvement with open standards, and the Oracle Calendar for Windows client is no exception. It supports both the ICal and VCal standards, which allows for interoperability with other products which also support one of these standards (such as Microsoft Outlook).

The format allows external attendees to receive an attachment that can be saved in their application as a meeting, as long as it provides support for these standards.

When using the mail notification feature, simply type any valid e-mail address in the **Other** section of the **Mail Message** box (see picture below).



If you are inviting non-Oracle Calendar users to a meeting, make sure that the **iCalendar** and **vCalendar** format boxes are checked. This will ensure that the recipients receive an attachment in the format supported by their application. vCal is simply an older version of the more complete iCal standard

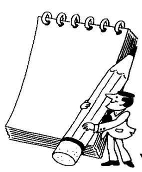
Oracle is one of the first organizations to support the **Imip/Itip** methods, which are an extension to the iCal standard. This feature will be offered as part of the next Oracle Calendar server release.

Receive mail notification

You can choose whether you want to receive mail notification for new entries from other users.

- Tools | Options | Scheduling | Receive Notification

This menu also provides you with the option to receive a pop-up notification of new items received, as well as your client refresh rate.

Your Oracle Calendar Administrator will determine the best setting for the client refresh rate, since this figure is affected by the number of potential logged-on users. Regardless of this figure, a refresh will also be triggered by any action within the client, such as opening an item or changing views.

Wireless notification

If your organization has chosen to deploy Oracle Wireless & Voice, you will have the option to send and receive meetings, as well as receive notifications, through your supported handset (such as Nokia's popular 3390 PCS phone).

- Tools | Options | Wireless

Enter your mobile device number, preceded by the area code and the + sign (e.g.: +15145769601, for (514) 576-9601).

- Tools | Options | Wireless | Services

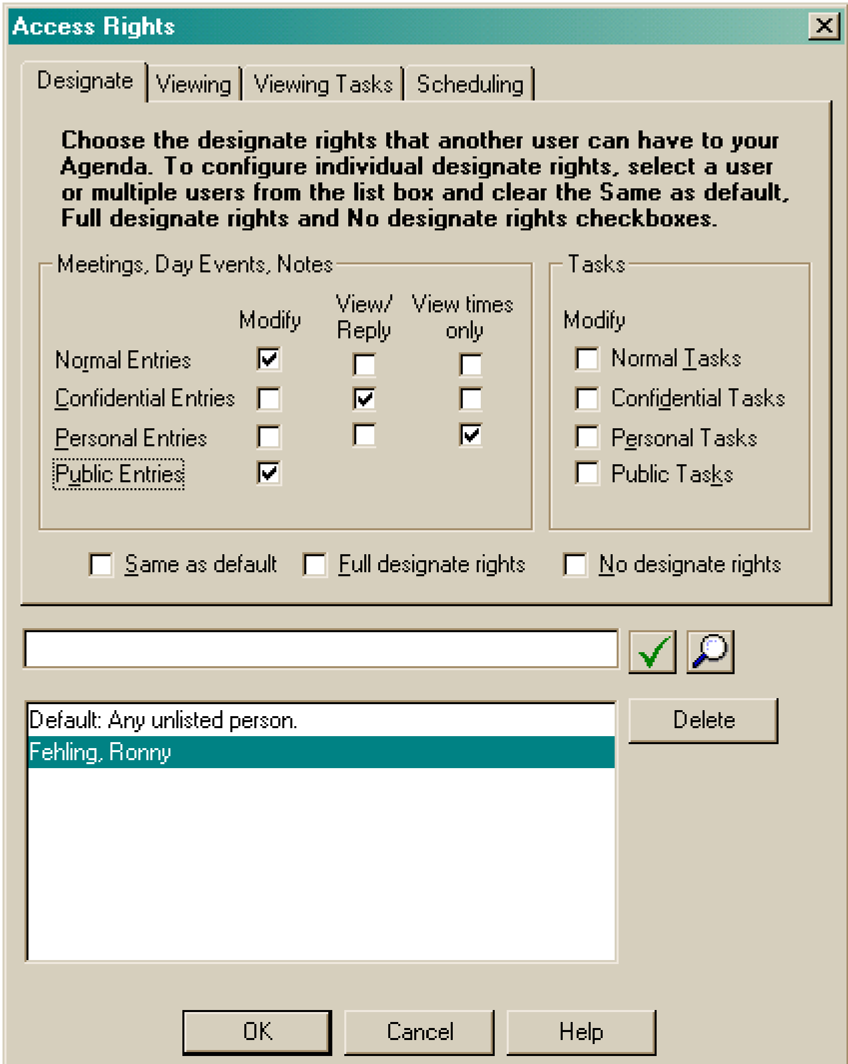
Here you can select your preference for delivery of your notifications and reminders.

Working as a Designate

Assigning Designate rights

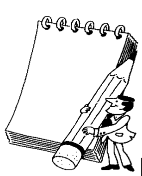
Designate Rights allows a user to assign another user the authority to modify your calendar. This is a useful tool if you have an assistant(s) that schedules meetings for you. This will allow the Designate to send out or accept/decline Meeting proposals for you, as well as modify entries you have permitted them to control.
To assign a Designate(s):

- Tools | Access Rights | Designate tab
- If **Default: Any Unlisted Person** is selected, you cannot apply Designate rights.
- You can add users or groups to the list as described earlier and grant them Designate Rights accordingly (default is “No Designate Rights”)
- Uncheck the “Same as Default” box to enable Designate configuration
- You may also simply Grant “full designate rights”
- Rights include Modify, View/Reply, View Times Only or None for each category: **Normal**, **Confidential** and **Personal**.



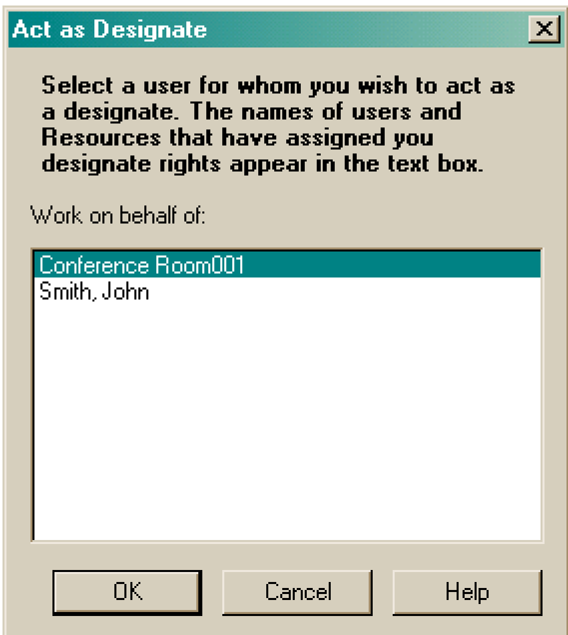
Assigning Resource designate rights

Simply follow the same steps described in the **Designate Rights** section.
Options | Access Rights | Designates.

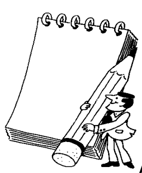
Many Oracle Calendar client users have asked what the difference is between **Normal** and **Public**. It's quite simple: Public access cannot be defined by the user. Also, when using Oracle Calendar Web client, entries marked as Public are viewable to external attendees through a published URL (e-mail agenda to a friend).

Once you have been assigned designate rights, you can work as a Designate for a user or resource, and manage their calendar based on the level of access you have been granted.

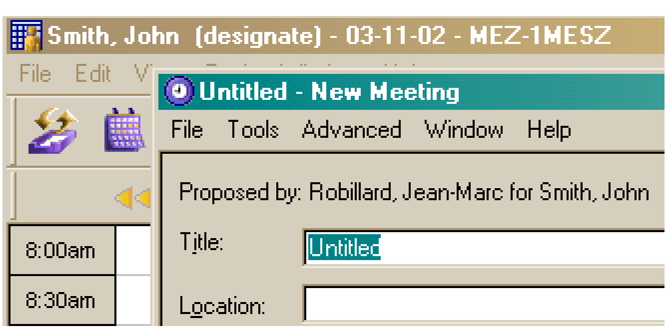
- File | Agenda | **Open As Designate**
- All the users/resources for which you have been granted Designate rights will be listed



If John Smith's agenda is chosen, you will notice that the agenda will be displayed as Smith, John (Designate), and that any meeting you create will be proposed by you, for John smith.



Any names, such as John Smith below, will be displayed based on your preferences under Tools | Options | General.



If you often work as a Designate, make sure you save your settings when you log out. That way you won't have to re-open your Designate agendas every time you log in. Use the **Tools | Options | General | Startup** menu to save your current state for future sessions.

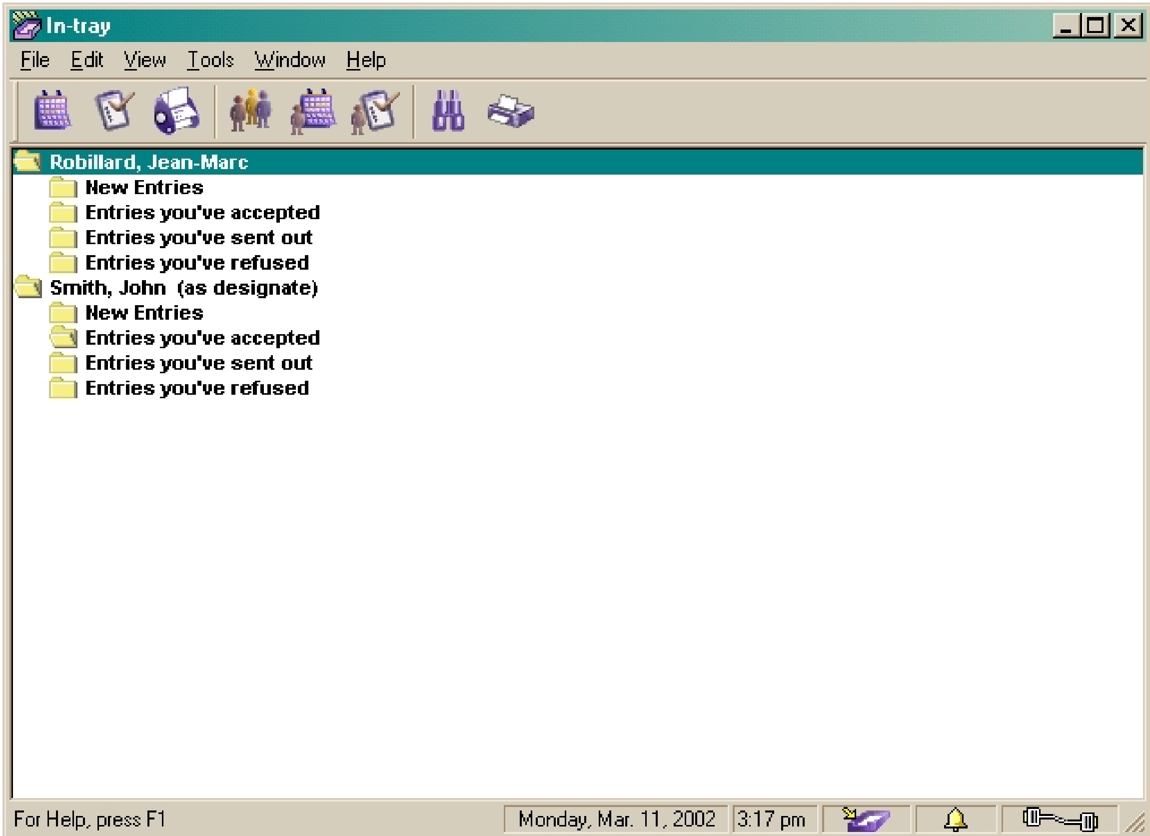
Always use **File | Agenda | Open as Designate** to work as a Designate. If you simply open the Agenda (File | Agenda | Open) you will not be working with the proper Access Rights.

It is an error in usage to Open an Agenda, create an entry, then delete your name from it. This is the action sometimes taken by Designates who do not follow the above-mentioned instructions and wish to **remove themselves** from a meeting created for their Designate. This actions Creates an **orphaned entry** that **only you** can remove from your In-Tray.

Set a pop-up notification for new entries in your agenda, that way you'll know as soon as you are invited to meetings, even if you are not actively using Oracle Calendar
Tools | Options | Scheduling | Receive Notification. (Oracle Calendar must be running or minimized...).

Using the In-Tray as a designate

Now that the In-Tray is familiar to you, you can use it when working as a Designate to manage several agendas. Once you open another agenda as a designate, your In-Tray will look like the following:



If you are working for several users and/or manage many resources, you can display all their folders in this view.

Hold down the CTRL button on your keyboard, then right-click with your mouse. This will allow you to display the attendance status and details of a meeting without having to double-click to open it. (**Ctrl + right-click**). This works in both the In-Tray and the agenda.

Using Oracle Calendar

This section describes how to use the many features of the Oracle Calendar for Windows client. The functionality with the Mac or PC versions is virtually identical.

Using the In-Tray

The In-Tray is a very useful tool that allows you to manage all your entries, as well as your Designate's entries, in one window.

Under your user name, you will find a set of folders that represent the status of the response for entries: **New**, **Accepted**, **Sent out**, **Refused**.

There are several ways to manage the items in your agenda from the In-Tray:

- **Right-click** and select your response
- **Drag and Drop** an entry into the appropriate folder
- **Double-click** on a repeating entry to reveal all it's instances and accept them on an individual basis

When new entries have been added to your agenda, they appear both in your In-Tray (in the **New Entries** folder) and in your agenda (with a response of **I will confirm later**). Also, the following icon will display at the bottom of the Agenda and In-Tray windows:

Control In-Tray options through two menus. Tools | Options | In-Tray allows you to decide how long your folders will keep agenda information. Tools | Options | General | Startup presents a menu which controls In-tray behavior on Startup.

The agenda view

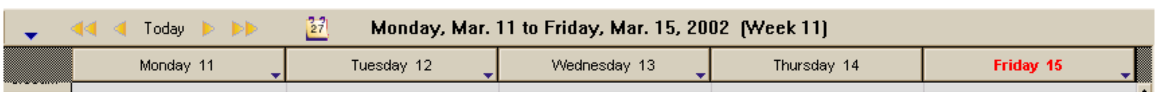
Oracle Calendar uses a rich interface with many icons that display vital information at a glance. Meetings that have important details, attachments, or multiple invitees will present this information to the user without a need to open every item.

Simply go to Tools | Options | Agenda to peruse the icon options for your agenda. You will notice that you can decide whether to display refused meetings, as well as details like start/end times and the presence of attachments.

The **Day**, **Week**, and **Month** views present different levels of information to the user in order to avoid clutter and confusion. Tasks, for example, are only visible in the agenda view when using the Day view. Of course, they are available in a Tasks window that can be accessed from the icon menu.


Use **Tools | Options | Agenda | Current Time** to display a red line marking the current time in your agenda. This is a useful visual aid when trying to locate your current responsibilities and engagements.


The arrow in the illustration below shows how the arrow icon is used to inform the user that there is more information than meets the eye: scroll down the agenda to view meetings beyond you normal work hours




From the **Month view**, simply click on a specific date to go directly to it in the **Day view.**


Use the Search Agenda button from the icon menu (or **Ctrl + F**) to locate agenda entries based on your search criteria, such as time and date ranges or certain key words from the details section of entries.

Creating appointments and meetings

- Double-click on a specific time slot, or click the New Meeting icon in the menu bar.
- Fill in the **Title** field, but leave the location field blank
- Modify the date and time fields by icon or keyboard input

- Add **Users**. Here are the possible ways to search for a user:

- ✓ Type the full name
- ✓ Enter a first name or last name
- ✓ Type the initials, separated by a space (e.g. John Smith -> j s)
- ✓ Enter a partial name
- ✓ Click the magnifying glass icon to open the **Directory Search** dialog box

- Add **Resources**. This is how resources are booked, such as conference rooms:

- ✓ Type r: followed by the resource name (e.g. r:Conference Room)
- ✓ Enter r: followed by a partial resource name
- ✓ Click the magnifying glass icon, and select the **Resource tab** in the **Directory Search** dialog box.


If you wish to quickly find and add resources, simply type **r:** on the add line when creating a meeting. A separate dialog box will open with the list of local resources.

Modifying entries

You can modify meeting times, attendee lists, details, any information regarding your entries at any time after you have created them. There are several ways to accomplish this:

- ✓ **Double-click** on an entry, **edit** the appropriate fields
- ✓ **Click** on a meeting, and **drag** the upper or lower portion to modify start or end times
- ✓ **Click** on a meeting, and **drag** it to another time slot in the day view
- ✓ **Click** on a meeting, and **drag** it to another time/day in the Week and Month views
- ✓ **Right-click** | Reschedule meeting...or **Ctrl + M**
- ✓ Etc, ...


To save time when creating another meeting with the same attributes, choose Edit **|** Duplicate Meeting after selecting the entry with your mouse (or **Ctrl +2**). This will allow you to create an entry by modifying an existing meeting structure, rather than starting from scratch.

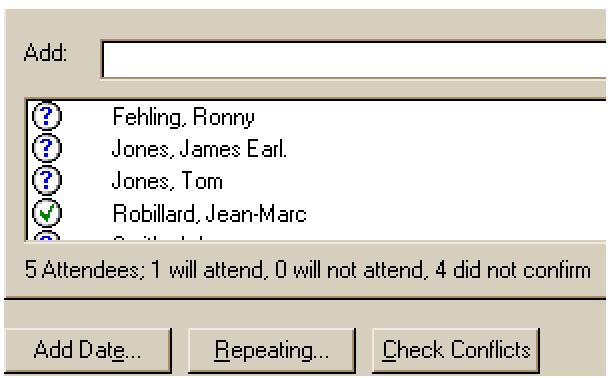
 Do not simply use Copy and Paste to create a duplicate entry. This will only re-create the same entry at the same time, and is not an efficient way to accomplish this task.

Deleting entries

You can delete any entry you created. Invitees can only refuse to attend an entry, but they cannot delete the item, even from their own agenda view.

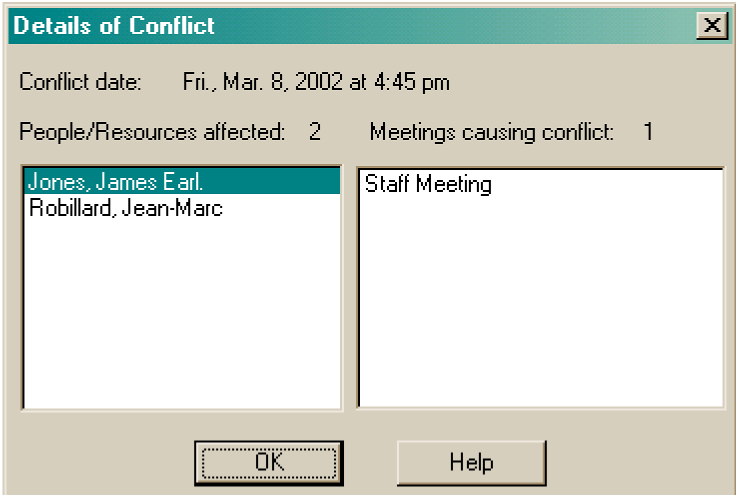
- ✓ **Right-click** | Delete (or the Delete key from your keyboard)
- ✓ **Click** the entry, press **Delete**
- ✓ **Edit | Del**

Managing schedule conflicts



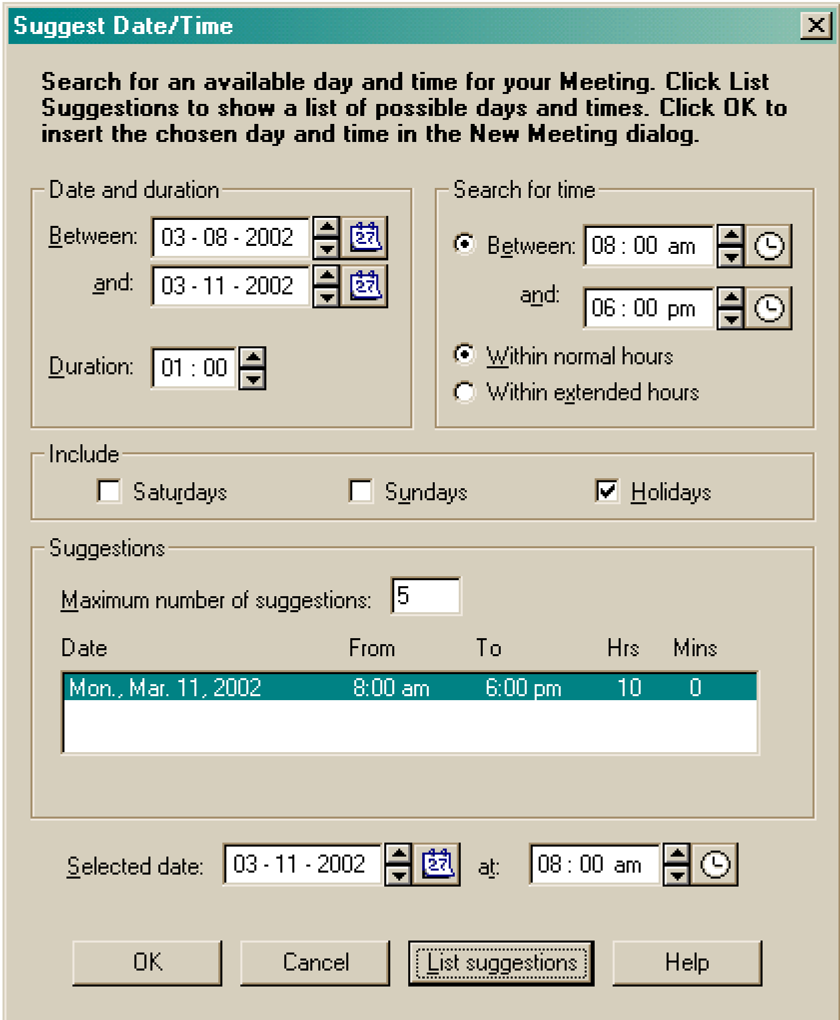
Once you have added users and resources to your meeting, you can check for conflicts by using the check conflicts button at the bottom of the **New Meeting** dialog box.

If a conflict exists, the following dialog box will appear, providing vital information about the user's pre-existing engagement.

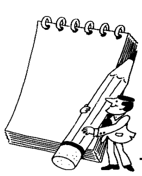


There are several ways to handle this situation. If you wish to reschedule the meeting to accommodate to user, proceed as follows:

- After adding the users and resources to the meeting, click the **Check Conflicts** button
- If a Conflict exists, Select **Tools** | **Suggest Date/Time…** from the meeting window
- Use the following dialog box to select the criteria you would like Oracle Calendar to use to automatically generate the next available time for your meeting



Use the Locate a Person function to quickly retrieve schedule information on a potential attendee. Tools | Locate a Person..., or **Ctrl + L**.

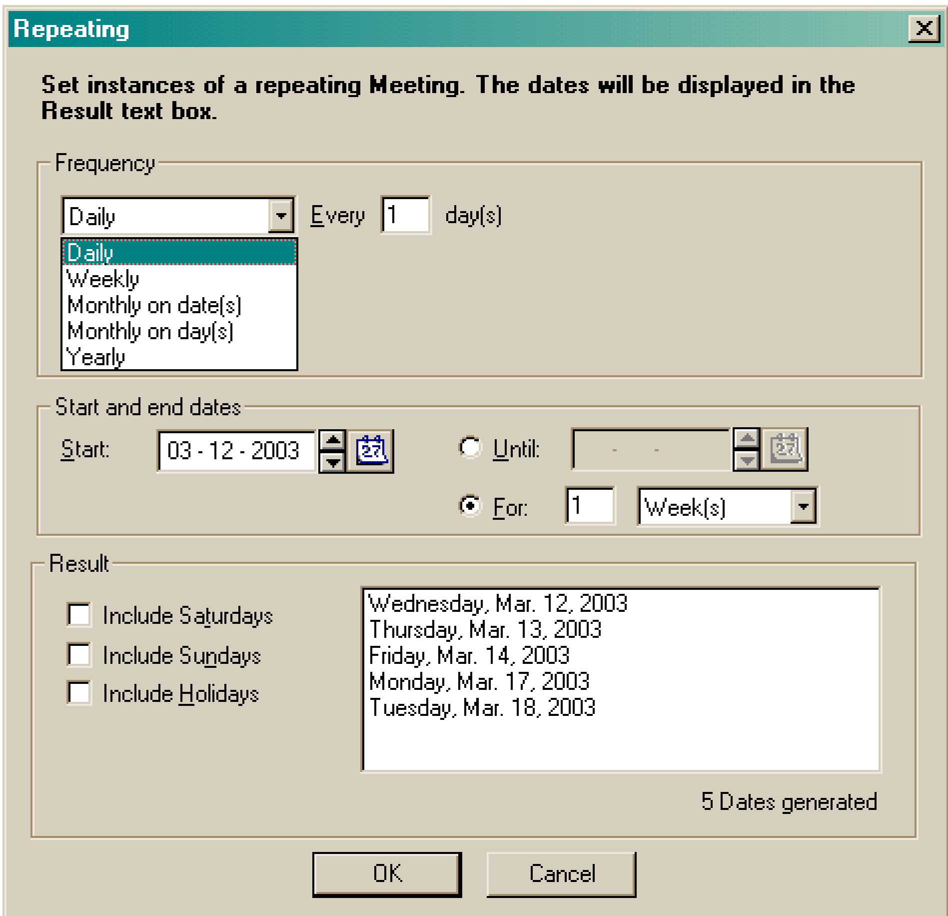
The **Suggest Date/Time** function will default to the first available time slot in the date you have selected for your new meeting time. In the above example, the meeting will automatically be moved to Monday, March 11th, 2002 8:00 a.m. – 9: 00 a.m.

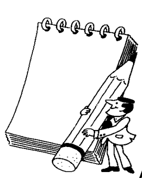
Repeating meetings

Oracle Calendar allows you to create repeating events to facilitate planning within your organization. Each instance of a repeating meeting can have a distinct set of attendees, a different title, as well as other preferences such as reminders.

With Oracle Calendar 6.0.3 for Windows, it is easier and more convenient to create repeating events:

- Create a meeting with the title and attendees you wish to include
- Click the Repeating button at the bottom of the **Edit Meeting** box
- You now have a separate window to manage your repeating event



An Oracle Calendar server parameter controls the number of instances allowed for a repeating event. If you have been limited to a number that does not meet your needs, contact the Oracle Calendar System Administrator.

 Verify that the correct number of instances appears in the **Dates generated** window. Remember, Saturdays, Sundays, and Oracle Calendar Holidays will not register by default. You can choose to include them with the checkboxes provided.

Replying To Invitations

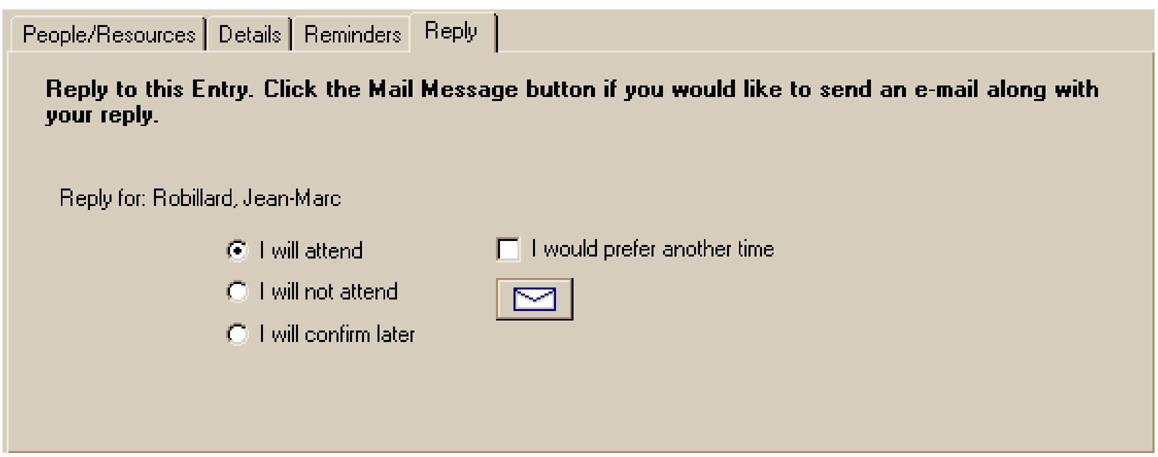
When a user receives a Meeting request it will be displayed in the In-Tray and Agenda, and a response can be sent from either window.

From the In-Tray…

The invitation will appear in the **New Entries** folder**.** You can either **Drag & Drop** it into the Accepted or Refused folder, or **right-click** and select you response.

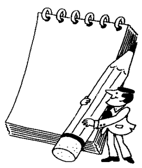
From the Agenda…

The reply tab of the meeting:

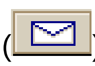


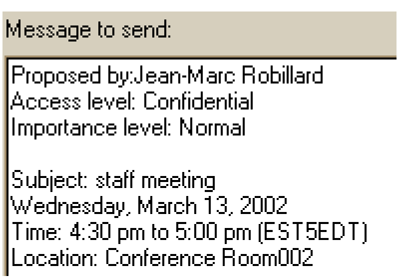
The possible responses are illustrated in the Reply tab above. Please refer to the icon listing at the beginning of the guide. This will allow you to quickly verify attendance status when viewing a meeting.

When declining a meeting invitation, the entry will change color to red. You can choose whether to display declined meetings in the Tools | Options | Agenda menu, or a different color for any response status from the Tools | Options | Agenda | Colors menu.

If you are using the Oracle Outlook Connector client as part of your deployment, you will notice that **Declined** meetings are sent to the **Deleted items** folder. This difference in behavior stems from the fact that Outlook is a **messaging** client, and not a **database** application.
You cannot delete another user's meeting in Oracle Calendar

With E-mail...

Using the Mail icon from the Reply tab of the meeting edit dialog box (), you can launch your local default mail application and send a message regarding your attendance response. You can customize the text of the response, or simply use the standard template produced by the Oracle Calendar application.


Message to send:

Proposed by:Jean-Marc Robillard
Access level: Confidential
Importance level: Normal

Subject: staff meeting
Wednesday, March 13, 2002
Time: 4:30 pm to 5:00 pm (EST5EDT)
Location: Conference Room002

Using Groups

Oracle Calendar allows users to create groups of their own, as well as using already available Oracle Calendar Public groups and Directory Server groups (if applicable).

Groups created via the Oracle Calendar client are valid for this application only, whereas groups that are LDAP-based can be accessed through a number of different clients, including those of other applications.

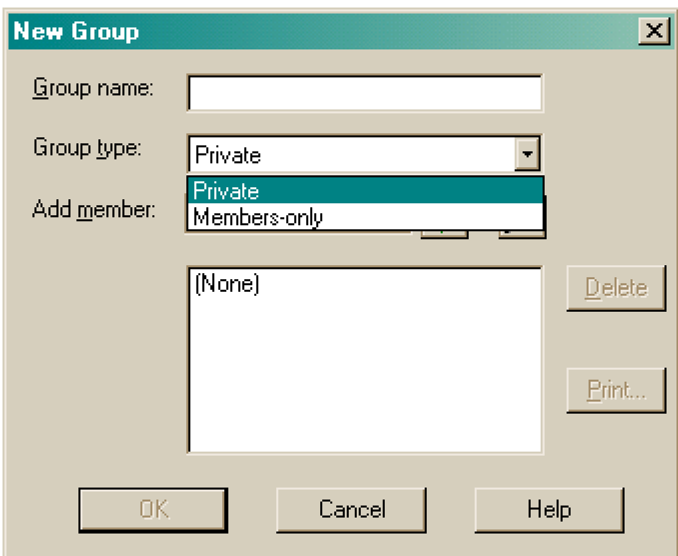
There are four types of groups available in Oracle Calendar:

- **Public** [PUB] Groups can be used for scheduling Entries by any user on the system. They are created and owned by users who have been granted specific rights by the system administrator.
- **Private** [PRI] Groups can be used by the user who created the Group
- **Members Only** [MEM] Groups can be used by Members of that specific Group
- **Administrative** [ADM] Groups are also available to anyone on the system. The only difference with Public groups is that they are owned by the System Administrator account

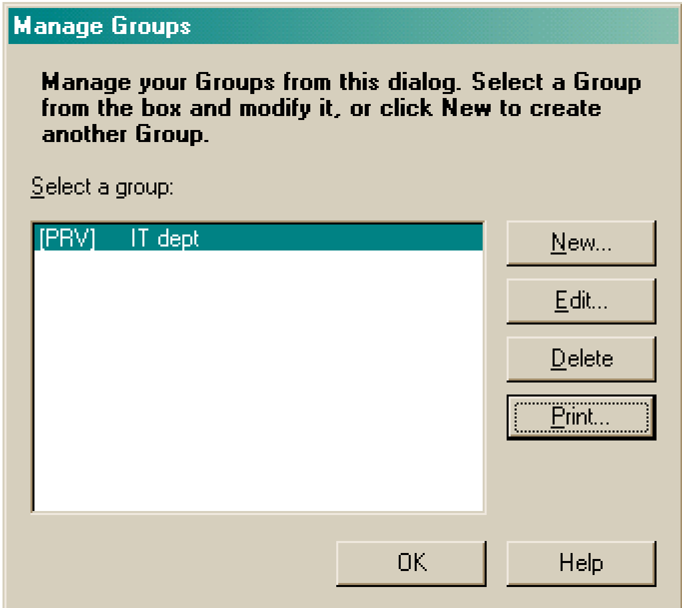
Create a group

The typical end-user has access to two types of Oracle Calendar groups: Private and Members-Only. These can be created without any special rights.

- Tools | Manage Groups
- Click the **New** button
- Select a group **name** and **type**
- **Add Members** the same way you would add attendees to a meeting



- Once created, your group will be listed with any others you create in the **Manage Groups** dialog box



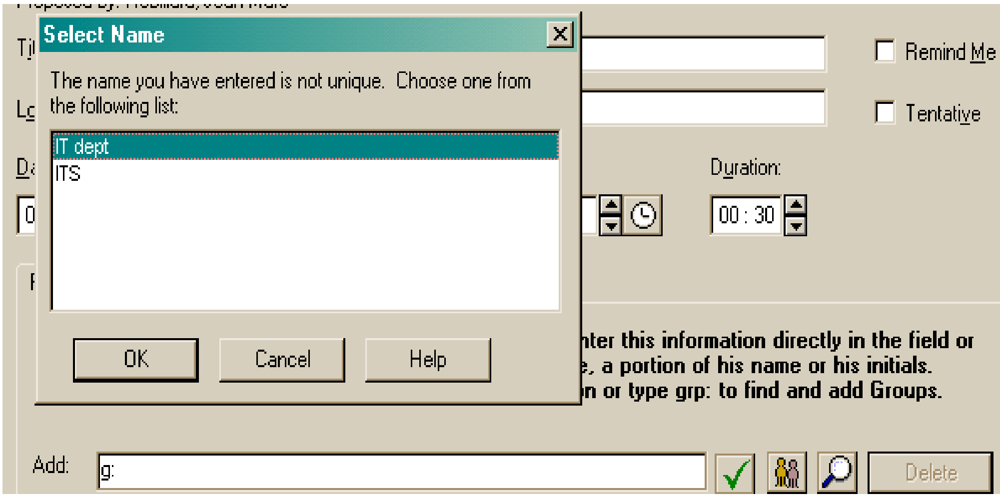
- You can choose to Edit, Delete, or even Print out a list of your groups

Adding Groups to entries

Just as Users and Resources are invited to meetings, Groups can be added by using the name on the **New Meeting** dialog box add line.

Groups are stored in the Oracle Calendar database with their name, or handle, used to index the entries. When you add a group to a meeting, only the names of the members appear, without the group name itself. In this way, you will always have the full list of invitees instead of a mnemonic alias.

Type a **g:** on the add line to list all the groups to which you have access during entry creation. This allows you to consult the list without using the search button.



Add resources to your group if you often plan meetings with the same individuals and the same resources. Perhaps a conference room and a projector to your IT group, if you routinely meet for presentations in the same location.

Using the Group View

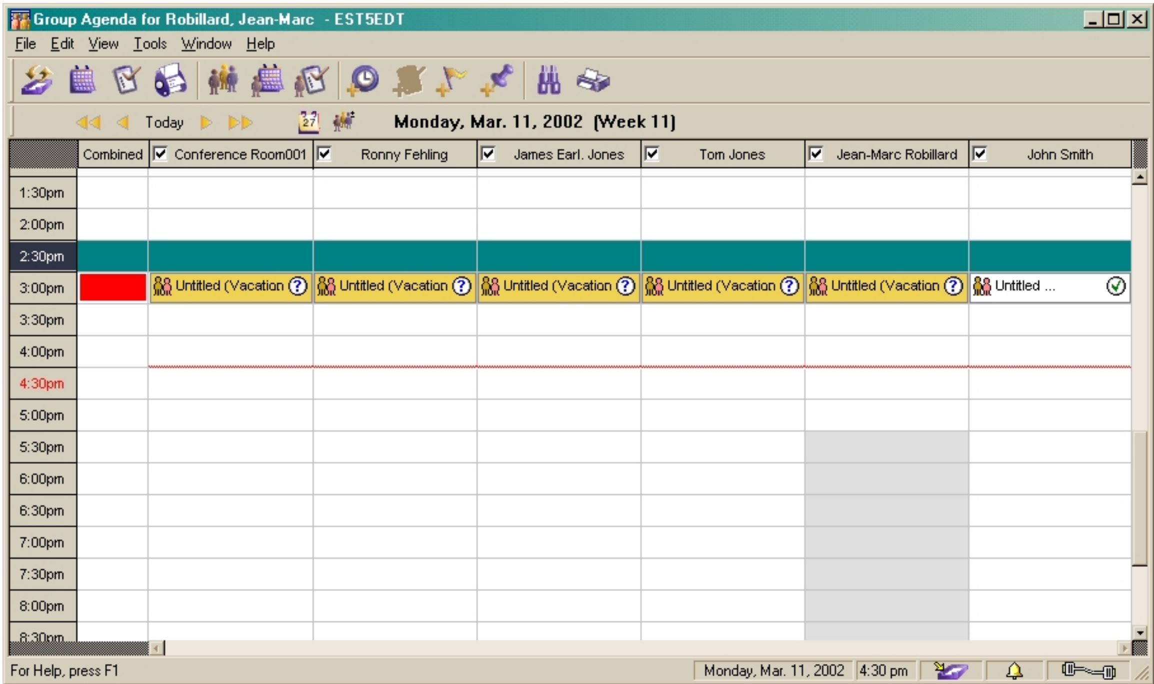
To resolve conflicts, you can use the **Check Conflicts** button as previously mentioned. However, there is a more efficient way to avoid conflicts before setting the meeting time and date.

Using the group view, you can line up all the potential attendees, including any resources you wish to reserve, and check for the best available time. This is a very productive method to work with group scheduling.

There are several ways to open the group view:

- Use the **Group view** button from the menu bar
- File | Group View | Open...
- File | Group View | Open As Designate
- In-Tray -> right-click on an entry -> Select **Open Group View…**

You can specify **users**, **Resources**, or **groups** in the add box when building your group view.



Any Red zones (in this example, from 3:00 p.m. – 3:30 p.m.) indicate that there exists at least one conflict for that time slot.

To create a meeting from the group view:

- **Double-click** on the desired time in the **Combined** column
- Edit the meeting

That's all there is to it…All the proposed attendees and resources in the group view are automatically added to the meeting.

You can remove a user/Resource that is in conflict by unchecking the box next to their name. This will gray-out the column representing their agenda, and they will no longer be included in the proposed meeting.

Day Events & Daily Notes

These entries are used to denote events that are not scheduled at a specific time. Both offer the same options, but can be used for different purposes.

Day event: used to notify others of an event or conference that lasts all day, but should not cause a Free/Busy conflict in your agenda. Akin to an **all day** or **no time event** in other applications.

Daily note: You can use this to create entries that are less vital than tasks, but serve as a reminder, such as picking up your dry cleaning or calling the shop about the status of your car repairs. Akin to **notes** in other applications.

Creating an entry of these types is similar to meeting creation:

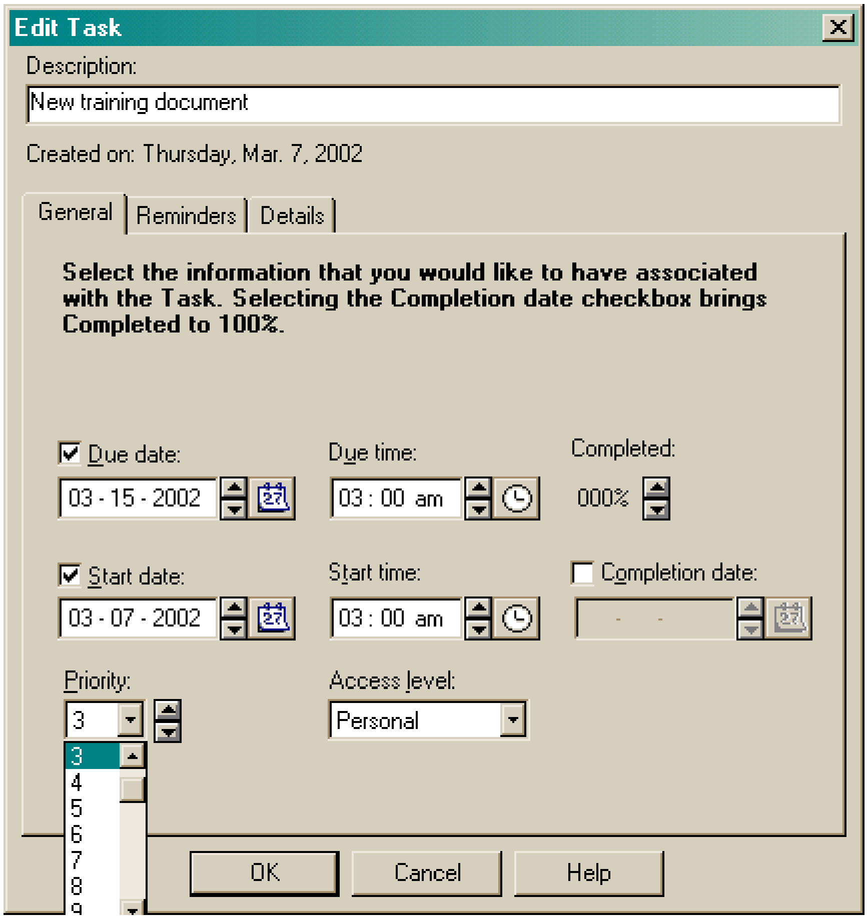
- Select the appropriate **icon**
- Edit | New | Day Event.../Daily Note...

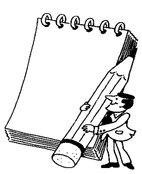
Have your Oracle Calendar System Administrator create a resource calendar, then use daily notes to post your department schedule, or vacation list. Everyone can have access, and it's a more efficient way to locate your colleagues.

Tasks

Oracle Calendar offers a great way to keep track of your tasks. By using this feature, you can assign **Start** and **Due dates**, as well as **Priority** levels. You may also wish to update the **Completion level** to reflect the status of the task.

Also, Reminders for both the Start and Due dates can be set, and you can use attachments, with the same size limitations as imposed on meeting attachments.



It is normal to only see a task on the Start and Due dates when scrolling through your agenda. However, each day you log in you will see your current tasks in the day view.

Use the Task window to keep track of your projects and a history of all completed tasks. This can be useful for reports or maintaining a log of your work.

If you are keeping track of all your tasks, open the separate task window and filter them by the criteria of your choice: **Description**, **Start date**, **Due date**, **Priority**, or **Completion level** in the View | Sort by menu.

You can select **Advanced | Linked Tasks** from the Meeting edit menu to create a task that is directly linked to a specific meeting.

Administration with the Oracle Calendar Desktop client

Some administrative tasks are best accomplished through the Oracle Calendar desktop client. These functions require that permission be granted by the Oracle Calendar Administrator to a client account. After logging in, the following menus will be available to you.

Holidays

Once created, these entries are automatically distributed to every Oracle Calendar account on the node being administered, and added to the **Event/Notes** section of their agenda. Therefore, you must create Holidays on each node in your environment.

- Tools | Manage Holidays
- Fill in the title, select a date, click OK

Each holiday must be created individually, so the task if often delegated to someone in charge of the organization's work schedule (Human resources personnel or other...).

 If you have been asked to manage the Holiday entries, and you receive the following message:

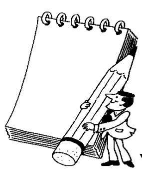
Please contact your Oracle Calendar administrator. You have not been granted the proper privileges.

Administrative and Public Groups

These are groups that become available to every Oracle Calendar user on the node where they are created. They can be used to represent official organizational units, such as Sales, IT, Finance, or project groups that often plan meetings together.

The only difference between them is that **Administrative groups** are owned by the **Sysop** account, no matter who creates them, and the **Public groups** are owned by their **creator**.

- Tools | Manage Groups | New
- Select either Public or Administrative
- Create the group (see **Create a Group**)

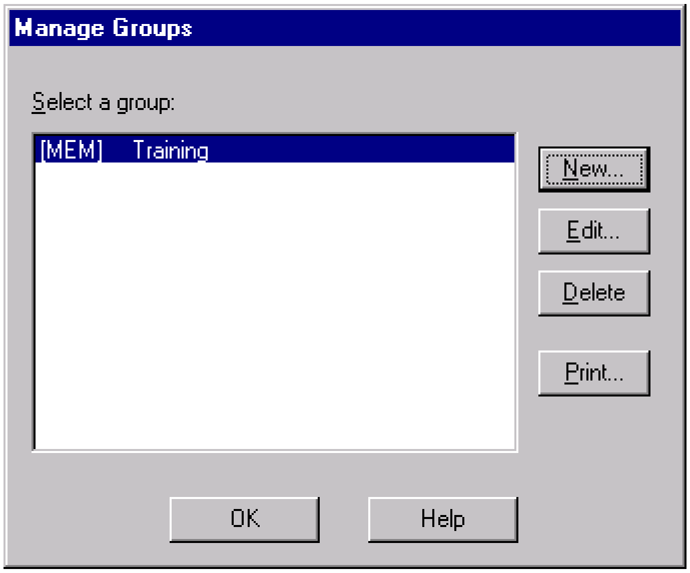
You may only have Admin or Public group rights, or both, depending on your level of access.

Creating Groups

Groups are good to use when you have Events with recurring groups of individuals. A Group can consist of any combination of people, resources and other groups. There are four types of Groups:
(**Note**: Groups created with users/resources from different Nodes can only be seen by the appropriate users on the Node that the group was created on).

To create a Group in Oracle Calendar

- Directory menu choose Manage Groups. A "Manage Groups" dialog box appears



From this dialog a user can create, edit and delete groups and their associated users/resources

Address Book

Oracle Calendar offers a Contact Management application to allows you to:

- Categorize your Contacts (Business, Personal, Miscellaneous, user-defined…)
- Download your address book to your local machine
- Publish your address book to other Oracle Calendar users
- Track important dates through integration with Agenda Daily Notes
- Custom user-defined fields to store information

The contacts you create are stored on the Oracle Calendar server, along with your calendar data. They will also be transferred to your supported PDA device if you are using **Oracle CorporateSync**, Oracle's conduit software for synchronizing calendar data with third-party devices.

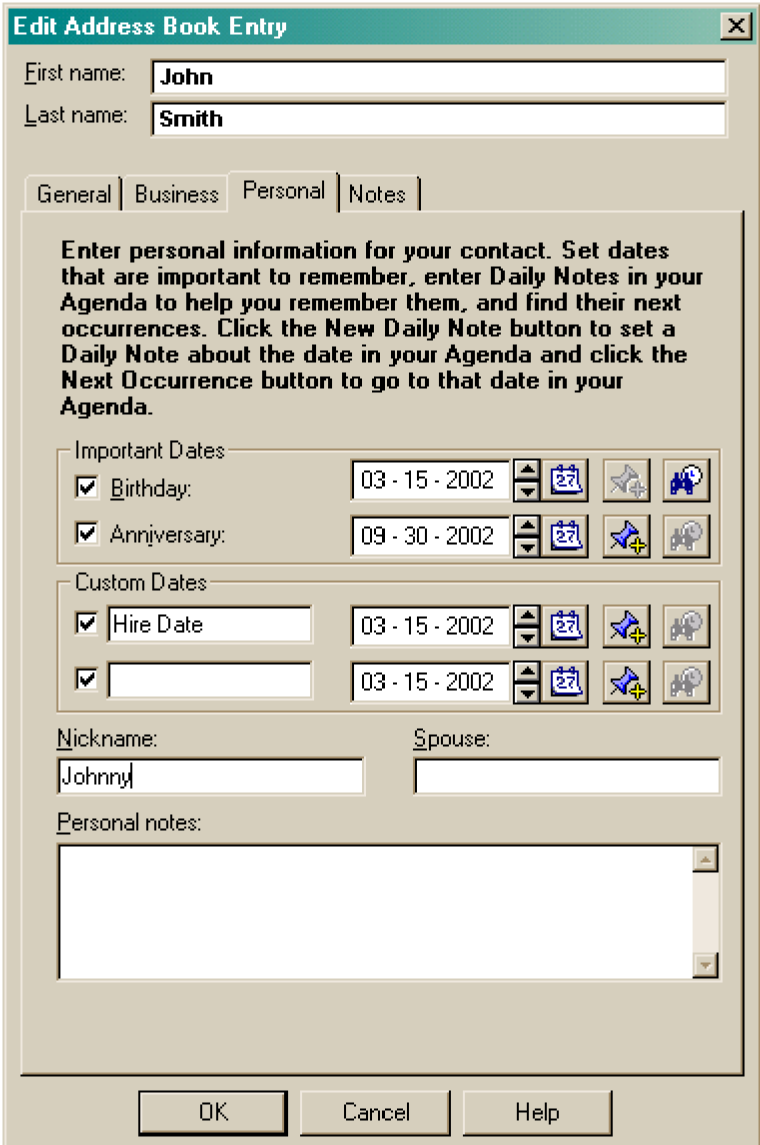
Creating a new address book

- File | Address book | Open
- You will be prompted to create an address book if one does not exist

Adding a new entry

- ✓ Edit | New Address Book Entry
- ✓ New Address Book Entry icon in the Address Book icon bar
- ✓ F6

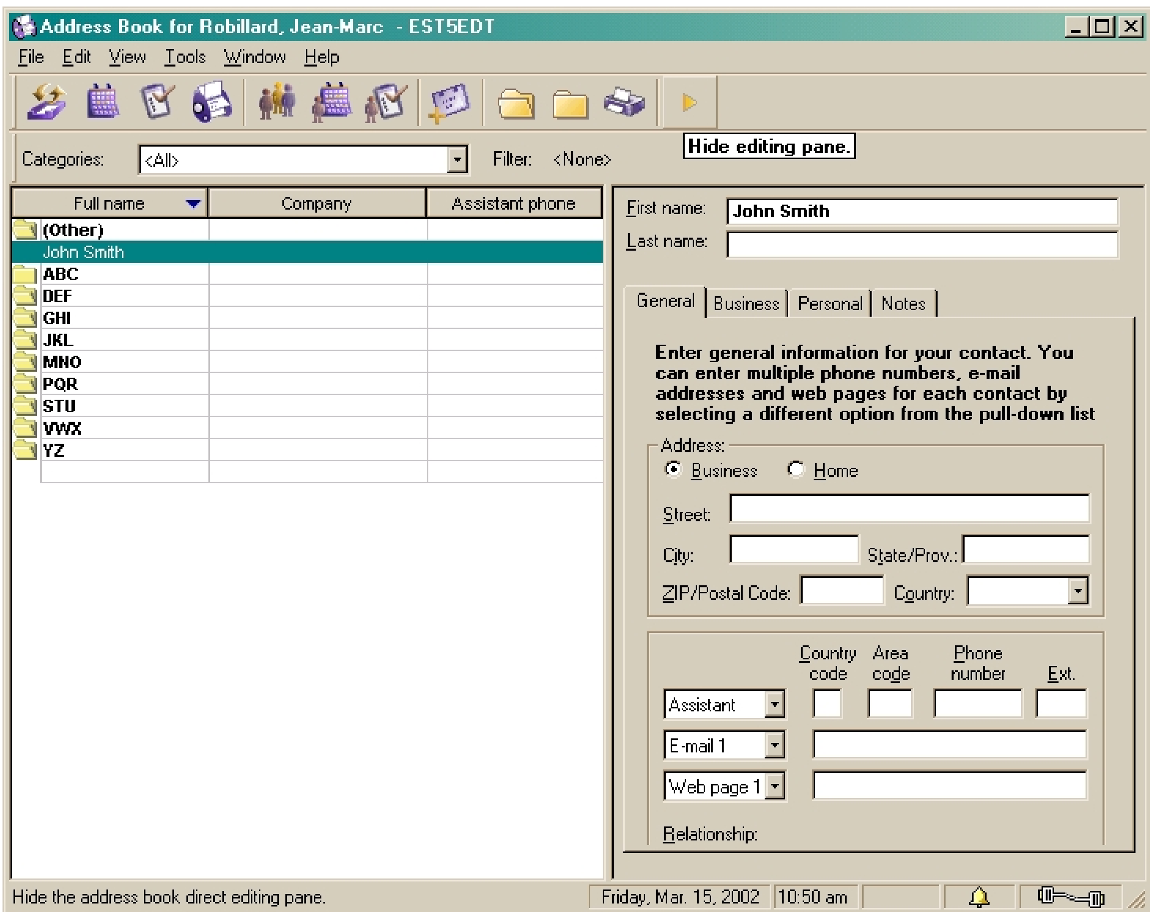
Fill in all the requisite fields. As they are numerous and self-explanatory, we will not describe them here. In the **Personal** tab of the entry, you can use **Birthday**, **Anniversary**, and two **custom dates** to create Daily Notes that will be inserted into your agenda by clicking on the **Daily Note** icon at the end of the **date box**.



You can customize the 4 fields in the Notes tab of your entries through the Tools | Options | Address Book | User-Defined Fields menu. This allows you to store information that is pertinent to your type of organizational activities.

You can open all the folders in your address book simultaneously with the **Open All Folders** icon (see the icons listed at the beginning of this guide). This allows you to see all your contacts at once.

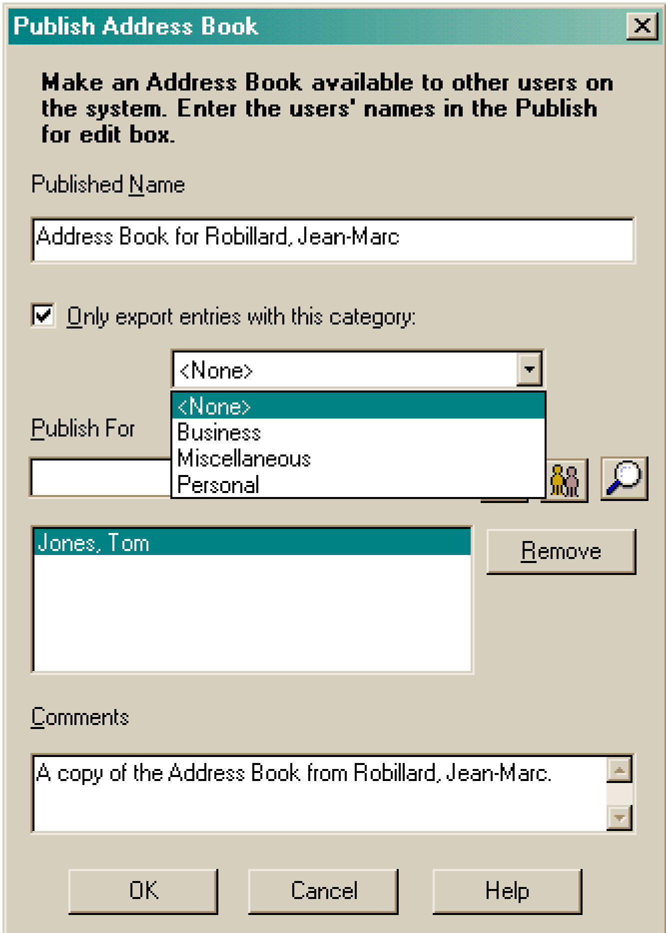
Use the editing pane to modify you Contacts while listing them.



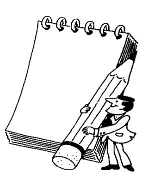
Publish your Address Book

Publishing your address book can allow you to quickly share information with your Oracle Calendar user base. You can select which **Categories** of contacts to publish, giving you full control over the information you decide to share

- File | Address Book | Publish



The user(s) you select can simply use the File | Address Book | Retrieve Published menu to acquire a copy of your Contacts.

If you are using Oracle Outlook Connector client, you can create new entries in your Contacts folder in Outlook, and they will be synchronized with your Native client Address Book every time you log in.

Other features…

Working offline

You can download your agenda information offline to work while not connected to a network. There are several options related to offline configuration:

- Tools | Options | Off-line..

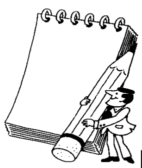
✓ The path to your off-line files (agenda and address book)
✓ **Automatic**, **manual**, or **no download** when exiting Oracle Calendar
✓ Date filter to control the amount of information downloaded
✓ Which users/resources/groups to download with your information
✓ How to handle information upload when re-connected to the network

You can choose to work off-line, or come back on-line, without exiting the application:

- File | Work off-line.../Work on-line

Also, you can decide to download or upload at any time:

- File | Download to local file.../Upload from local file



Remember that by default, you cannot schedule a conflict with a resource. If you work off-line, and create a meeting with Conference Room 001, you will not be allowed to upload the meeting without changing resources if another user has already reserved that room for a meeting while working on-line.

Import & export data

Oracle Calendar allows you to manipulate your data, either to import it from another application, or export it to a format suitable for department reports, such as a simple text file.

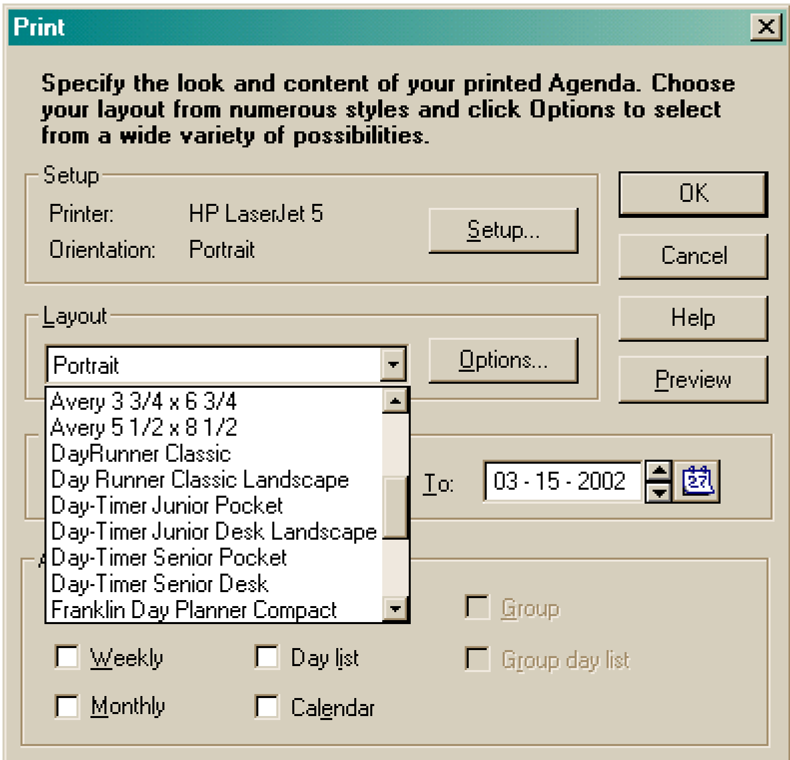
- File | Export/Import data
- Follow the screen prompts to complete the process

Export your agenda data to an **Excel spreadsheet** by simply choosing to export to a file with a ***.xls** extension. This will automatically insert headers for you columns based on the information you chose to export in the Export data menu.

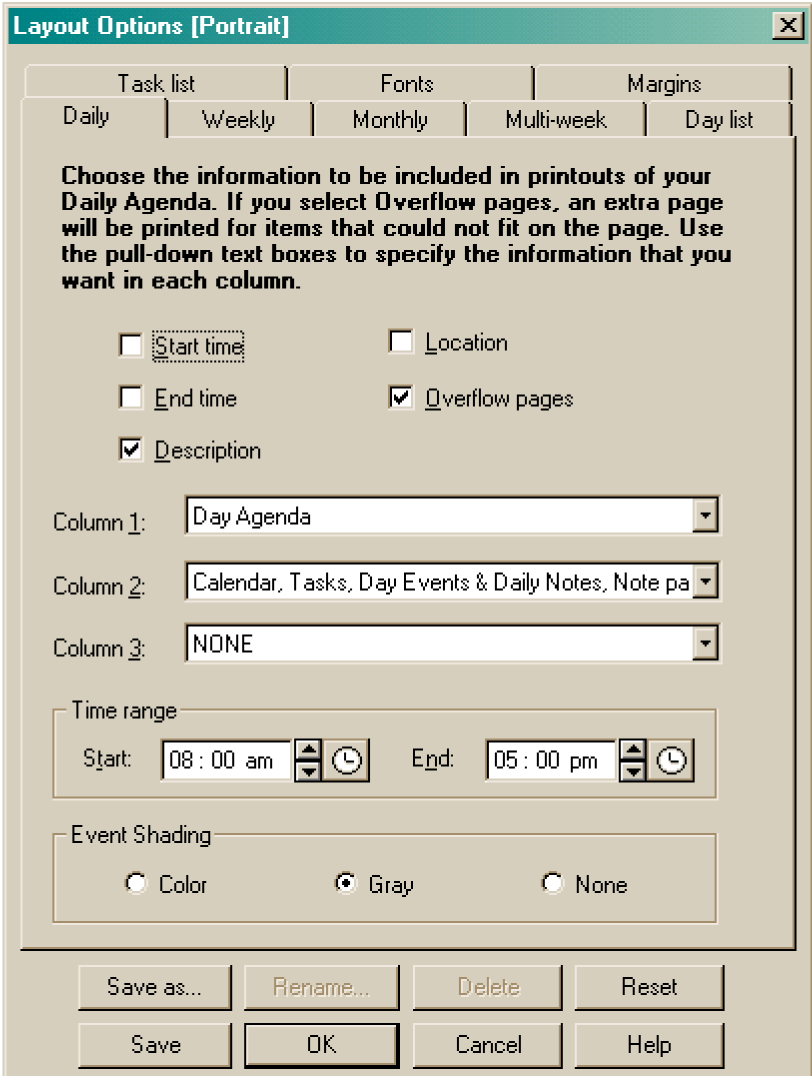
Printing entries

Oracle Calendar allows you to print your meetings, tasks, notes, events, and even your groups and individual user information. It offers you many print layout options, as well as the ability to save custom layouts for regular use.

- File | Print...
- The printer icon in the icon menu



The **Setup**... button gives you access to the usual printer preferences, and the **Options**... button reveals a multi-tabbed menu to create a custom printing format.



Once you have selected a format that is suitable, click on **Save as...** to save the setup under a **new name**. This setting will be the default the next time you access the print menu.

Use one of the many popular agenda formats, such as **Franklin Day Planner**, to print your agenda to conform to your planner. This allows you to quickly transfer your agenda information without re-copying all your entries.

Useful Links & Resources

Oracle:	http://www.oracle.com
Oracle Technology Network:	http://otn.oracle.com

(Note: The following links are not official, but can be useful in exploring the many features of Oracle Calendar)

Berkeley, University of California:
http://calagenda.berkeley.edu/index.html

California Polytechnic State University:
http://calendar.calpoly.edu

Carnegie Mellon University:
http://www.cmu.edu/computing/calendar

Colorado State University:
http://calendar.acns.colostate.edu

Cornell University:
http://www.cit.cornell.edu/calendar

Drake University:
http://www.drake.edu/it/itds/ct/index.html

Georgetown University:
http://www.georgetown.edu/technology/calendar

Georgia Institute of Technology:
http://www.calendar.gatech.edu

Goshen College:
http://www.goshen.edu/its/serv/calendar

Indiana University of Pennsylvania:
http://www.iup.edu/tsc/webcal

ITHACA College:
http://www.ithaca.edu/computing/corporatetime

James Cook University:
http://www.library.jcu.edu.au/InfoHelp/Guides/calendar

Lawrence Berkeley National Laboratory:
http://www.lbl.gov/ICSD/CIS/citg/calendar

Luther College:
http://is.luther.edu/training/ct/cthome.shtml

Macalester College:
http://www.macalester.edu/cit/docs/howto/corporatetime

Maricopa Community Colleges:
http://www.dist.maricopa.edu/training/usersupport.htm

Marquette University:
http://www.marquette.edu/its/calendar

McGill University:
http://www.mcgill.ca/ncs/calendaring

McMaster University:
http://www.mcmaster.ca/cis/calendar

Metro State College:
http://www.mscd.edu/tech/corptime/index.htm

North Carolina State University:
http://www.ncsu.edu/it/calendar

Northern Arizona University:
http://www4.nau.edu/its/swat/Software/CTime/index.asp

Penn State University:
http://aset.its.psu.edu/ct

Queen's University:
http://www.its.queensu.ca/calendar

Rice University:
http://www.rice.edu/Computer/Calendar

Rochester Institute of Technology:
http://www.rit.edu/~wwwits/services/calendaring

Simon Fraser University:
http://sscalwebprod.reg.sfu.ca

University of Alabama:
http://helpdesk.ua.edu/calendar

University at Buffalo:
http://www.pharm.buffalo.edu/resources/ctime/index.shtml

University of Calgary:
http://www.ucalgary.ca/it/calendar

University of California:
http://www.ucop.edu/pccenter/calendar

University of California, Irvine:
http://www.nacs.uci.edu/ct

University of California, Riverside:
http://www.msg.ucr.edu/CorpTime

University of California, Santa Barbara:
http://isc.ucsb.edu/osg/corptime/corptime.html

University of California, Santa Cruz:
http://www2.ucsc.edu/cruztime/index.shtml

University of Guelph:
http://www.ccs.uoguelph.ca/services/corptime

University of Illinois:
http://www.cites.uiuc.edu/calendar/index.html

University of Iowa:
http://www.its.uiowa.edu/cs/calendar

University of Manitoba:
http://www.umanitoba.ca/campus/administrative_systems/application_technologies/francey/ctime/Corporate-Time.htm

University of Maryland:
http://www.helpdesk.umd.edu/topics/applications/calendaring

University of New Mexico:
http://www.unm.edu/cirt/ct

University of North Carolina at Chapel Hill:
http://www.ais.unc.edu/calendar

University of Notre-Dame:
http://www.nd.edu/~ndoit/corptime

University of Puget Sound:
http://www.ups.edu/ois/helpdesk/ctime

University of Regina:
http://www.uregina.ca/netcal

University of Sheffield:
http://www.shef.ac.uk/cics/corptime/index.php

University of Toronto:
http://www.utoronto.ca/ns/utorschedule

University of Vermont:
http://www.uvm.edu/cit/calendar

University of Virginia:
http://www.itc.virginia.edu/desktop/ctime

University of Washington:
http://www.washington.edu/nebula/ct.html

University of Wisconsin, Madison:
http://euc.doit.wisc.edu/wisccal

Willamette University:
http://www.willamette.edu/wits/resources/docs/software/ct/index.htm

Oracle Calendar Training

This offers several exercises to give new users hands-on training. It is designed to step the user through many of the possible scenarios that they may encounter while using this calendaring product.

Exercise # 1 - Changing Your Oracle Calendar Password

- Tools | Change Password
- Enter your old password, new password then confirm your new password

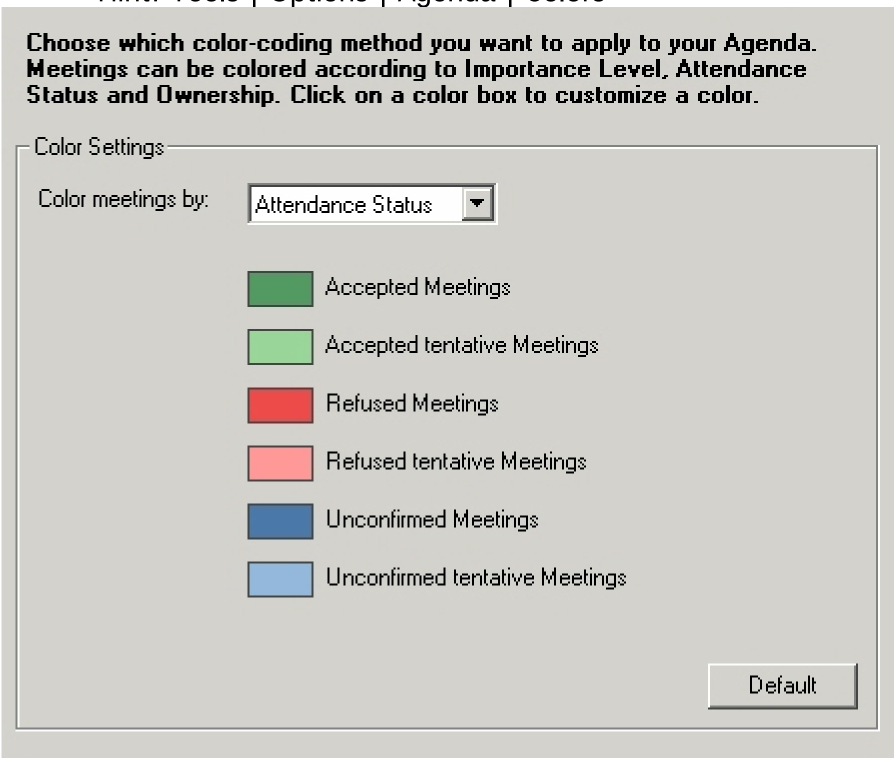
Exercise # 2 - Set Your Agenda and Scheduling Preferences

- Hint: check the **Customize your agenda** section to complete this portion

✓ Set the applicable hours that you want users to see you are available to be scheduled for each day.
✓ If times for all days are the same you can click the "Apply to all" button.
✓ Verify all the pertinent sub-menus under the Tools | Options menu

Exercise # 3 - Color Code your entries

- Hint: Tools | Options | Agenda | Colors



Exercise # 4 - Change Your Oracle Calendar Views

- Select View from the menu bar
- Use Increase/Decrease Time Interval to adjust the Interval time
- Use Increase/Decrease Row Height to adjust the number of hours displayed
- Changes that are made in either the Daily or Weekly View will be carried over to each other. No changes are allowed in the Monthly view

Exercise # 5 - Assign A Designate

- Hint: Tools | Access Rights...

Exercise # 6 - Viewing, Viewing Tasks and Scheduling

Viewing

- Ensure that "Default: Any unlisted person" has viewing rights of View Normal Entries, View Times for Confidential Entries and View Times for Personal Entries
- Set any other rights to other users you may wish to add accordingly

Viewing Tasks

- Ensure No Viewing Rights is set for "Default: Any unlisted person" and any other person who may be listed as Tasks are usually "Private"

Scheduling

- Ensure that anyone who you want to be able to invite you to Meetings has "Can invite you to Entries" selected

Exercise # 7 - Create A Group

- Tools | Manage Groups
- From the Manage Groups window click New and create a new Group with all members from the room
- Make the Group Type **Members Only**
- Create a print-out of your new group

Exercise # 8 - Create A Basic Meeting With A Reminder

- **Edit | New | Meeting...**
- Give the Meeting a Title and Location
- Edit the Start and End Times
- Select the Reminders tab and turn on reminders with a **15 Min Pop Up Window**
- Click OK
- A Meeting will now appear on your Agenda and a Reminder will appear 15 minutes before it is about to start

Exercise # 9 - Create A Meeting For Yourself And Make It Confidential

- **F2**
- Give the Meeting a Title and Location
    - Edit the Start and End Times
    - Select the Details tab and make the Access Level Confidential
    - Click OK then click Create
    - Any user without rights to see Confidential Entries will only see the time of the Meeting and a padlock when they view your Agenda

Exercise # 10 - Create A Repeating Meeting

- **Double-click** on a specific day/time in your agenda
- Give the Meeting a Title and Location
    - Edit the Start and End Times
    - Add an Invitee by selecting a user in your class
- Make the meeting Repeating (click the **Repeating** button)
- Click OK
- A Meeting will now appear on your Agenda and the Agenda of the Invitee every day for the next week
- It is the responsibility of the Invitee to decide whether or not to accept the Meeting

Exercise # 11 - Respond To A Meeting

- Find the Meeting that the person in your class has sent either through the Agenda window or from your **In-Tray** under the New Entries folder
- From the Agenda window you can double click the meeting to decide how you are going to respond to the Meeting
- From In-Tray you can **drag and drop** the Meeting to the appropriate folder or double click it to decide how you are going to respond

Exercise # 12 - Create A Meeting With A Resource

- Double-click on a free time area in your agenda
- Give the Meeting a Title and Location
    - Add a Resource. **Choose the same Resource**, date and time as the **person next to you**
    - Click Create and observe if you or the other person receives a message
    - Try to schedule the meeting again using the Check Conflicts and Suggest Date and Time buttons

Exercise # 13 - Create A Tentative Meeting With Comments & Attachment

- Create a basic document (Word, WordPad...)
- Select Edit then choose New Meeting from the menu bar or double click on a free time area in your Agenda
- Give the Meeting a Title and Location
    - Edit the Start and End Times
    - Add an Invitee by selecting a user who is sitting next to you
    - Check the Tentative box
    - Details tab | **Attach** the related document
    - Click OK
    - A Meeting will appear on your and the Invitee's Agendas which you can open to view the Details and the Attachment
    - It is the responsibility of the Invitee to decide whether or not to accept the Meeting

Exercise # 14 - Create A Meeting With All Users In This Room, Set An Importance Level And Add A Linked Task

- Select Edit then choose New Meeting from the menu bar or double click on a free time area in your Agenda
- Give the Meeting a Title and Location
    - Edit the Start and End Times
    - Add the users individually or use the Group you created from Exercise # 7
    - Select the Details tab and give the meeting an Importance Level of Highest
- Select the Advanced | Linked Tasks menu option and create a Linked Task
- Click OK and then click Create
- It is the responsibility of the Invitee to decide whether or not to accept the Meeting

Exercise # 15 - Create A Meeting Opening The Agenda As A Group View

- Select File | Group View
- Select the Group that you created and open up its Agenda
- You will see the Agendas of all users in the Group
- In the **Combined** column select a free time for a Meeting and double click it to create a Meeting
- Create a basic Meeting
- It is the responsibility of the Invitees to decide whether or not to accept the Meeting

Exercise # 16 - Edit/Delete An Existing Meeting

- Select any meeting that you have created, either from the Agenda or from your In-Tray folder titled "Entries you've sent out"
- Double click or right click the Entry to edit or select the Meeting and choose Delete
- Make the necessary changes and click OK
- You will be prompted with a message that **The attendees' agendas have been updated. Do you also wish to send them an e-mail?** You can either select Yes or No to sent them an e-mail regarding the edit/deletion

Exercise # 17 - Create A Daily Note

- Select Edit then choose New Daily Note or right click in your Agenda
- Give the Daily Note a Title and Date
- Add a user by selecting the person in the list who is sitting next to you
- Set the Access Level, Repeating option and Reminder if necessary
- Click OK then click Create
- The Daily Note will now appear in the bottom pane of your Agenda as a red push pin

- It is the responsibility of the Invitees to decide whether or not to accept the Daily Note

Exercise # 18 - Create A Day Event

- Select Edit then choose New Day Event or right click in your Agenda
- Give the Day Event a Title and Date
- Do not add any other users to the Day Event
- Set the Access Level, Repeating option and Reminder if necessary
- Click OK then click Create
- The Day Event will now appear in the bottom pane of your Agenda as a blue flag

Exercise # 19 - Create A Task

- Select Edit then choose New Task or right click in your Agenda
- Give the Task a Description
    - Give the Task a Due Date/Time and Start Date/Time accordingly
    - Assign an Access Level
    - Set Reminders and Details accordingly
    - Click OK
    - The Task will now appear in the right side pane of your Agenda window

Exercise # 20 - Create A Meeting As A Designate

- Select File then choose Agenda then Open As Designate
- Choose the user in the list that has given you Designate Rights
- Create a basic Meeting as outlined in Exercise # 8 (invite yourself and the user next to you)
- Exit out of the Designate Agenda
- Open your Agenda, view the meeting that you just invited yourself to and view the details

Exercise # 21 - Print An Agenda

- File | Print...
    - From the print dialog box users can select from different types of Layouts and multiple Agenda Pages that users can Print and save as a hard copy of their data
    - Test changing the Layouts and Agenda Pages and use the **Print Preview** option to view your choices